



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 10/30/2018

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Mary Booher for Minh Tran - County Executive Officer  
County Executive Office

**REPORT BY:** Jeff Brooner, Purchasing Manager - 707-259-8188

**SUBJECT:** Amendment No. 3 to Agreement No. 170115B with Shred-it, Inc.

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 170115B-17 with Shred-it, Inc. increasing the annual amount by \$30,000 for a new maximum of \$65,000 for confidential material shredding and disposal.

### **EXECUTIVE SUMMARY**

The County contracted with Shred-it, Inc. in 2010 to provide confidential material shredding and disposal as the result of a Request for Proposal (RFP) process. In 2014 Amendment No. 1 was authorized, increasing the maximum amount to \$35,000 and revising the term of the agreement to a month-to-month agreement. In 2017 Amendment No. 2 was authorized allowing for a one-time increase of \$10,000 in the maximum amount for Fiscal Year 2016-2017 because several departments requested a one-time purge of documents. Beginning in Fiscal Year 2017-2018, department accounts were consolidated, which decreased costs associated with routine scheduled service, however expanded service locations and a large purge project being implemented by the records center will require increased appropriations over each of the next three fiscal years. It is anticipated that a new RFP process will take place in the next two years.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Various departments budget and encumber funds to utilize these services.

Twenty thousand dollars (\$20,000) of the requested thirty thousand (\$30,000) is already budgeted in the Records Center's budget. The remaining ten thousand dollars would be absorbed by Central Services and other department budgets.

Is it Mandatory or Discretionary? Mandatory

Is the general fund affected? Yes

Future fiscal impact: Increase in the authorized "per fiscal year" amount by thirty thousand dollars (\$30,000)

Consequences if not approved: Funds will not be approved for a large volume document purges project and for expanded routine service locations.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The County utilizes the services of Shred-it mostly for routine, regularly scheduled document destruction. There are times, however, when departments need a one-time purge of documents to clear out storage space. In recent years, the transition from hard copy paper files to electronic storage has resulted in an increase in the need for one-time large volume purges when scanning projects are completed. Additionally, the Records Center is embarking on a large purge project and there is a need for additional service locations within the County, most notably the reentry facility.

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Staff is requesting approval of Amendment No. 3, which will allow for an increase of \$30,000 for a new fiscal year maximum amount of \$65,000, and anticipates a new RFP process in the next two years.

Shred-it is not a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan