



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/9/2017

Agenda Placement: 6Z

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Alice Hughey for Leanne Link - County Executive Officer
County Executive Office

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

SUBJECT: Amendment No. 2 to Agreement No. 170115B with Shred-it, Inc.

RECOMMENDATION

County Executive Officer/Purchasing Agent requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170115B-17 with Shred-it, Inc. increasing on a one-time basis the annual amount by \$10,000 for a new maximum of \$45,000 for Fiscal Year 2016-2017 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. Staff is requesting an amendment to the agreement with Shred-it to allow for a one-time increase of \$10,000 in the maximum amount for Fiscal Year 2016-2017 because several departments currently are requesting a one-time purge of documents. Beginning in Fiscal Year 2017- 2018, department accounts are being consolidated, which will decrease costs associated with routine scheduled service in future fiscal 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.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Confidential material shredding and disposal is needed for privacy protection. The one-time adjustment is needed as there are several departments currently requesting a one-time purge of documents due to limited storage space.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: Funds will not be approved for large volume document purges in Fiscal Year 2016-2017. Various departments would be required to wait until Fiscal Year 2017-2018 to initiate the document destruction projects needed to clear out storage space.

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. This one-time adjustment is needed as several departments currently are requesting a one-time purge of documents.

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Staff is requesting approval of Amendment No. 2, which will allow for a one-time increase of \$10,000 in the maximum amount for Fiscal Year 2016-2017 for a new fiscal year maximum amount of \$45,000. The maximum amount in future years will remain at \$35,000.

Beginning in Fiscal Year 2017-2018, department accounts are being consolidated, which will decrease costs associated with routine scheduled service in future fiscal years. It is anticipated that additional one-time document purges in future years would take place within the maximum amount of \$35,000.

Shred-it is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Carlos Solorio