

**RESOLUTION NO. .**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

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**RESOLUTION AUTHORIZING AWARD FOR INVITATION FOR BID (IFB) NO. 1545  
ON-SITE SHREDDING SERVICES TO VIKING SHRED, LLC TO PROVIDE  
SHREDDING SERVICES TO COUNTY DEPARTMENTS FOR THE TERM OF JULY 1,  
2024 THROUGH JUNE 30, 2029, IN AN AMOUNT NOT TO EXCEED \$590,000**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the County has a need for on-site shredding services for the shredding of confidential documents and other media; and

**WHEREAS**, the vendor that currently provides these services has exercised its right to terminate its current agreement with the County effective June 30, 2024; and

**WHEREAS**, on April 11, 2024, the County issued Invitation for Bid (IFB) No. 1545 for shredding services for County departments and received two bids, both of which passed the minimum qualifications; and

**WHEREAS**, staff has negotiated an agreement with Viking Shred, LLC, based on its bid for the provision of shredding services, for an amount not-to-exceed \$590,000 and a term of July 1, 2024 through June 30, 2029; and

**WHEREAS**, this Board has been presented with the agreement and has approved it as to both form and content and desires to enter the agreement.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board of Supervisors be and is hereby authorized and directed to

execute said agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

**BE IT FURTHER RESOLVED** that the Director, or the Director's designee, is authorized to execute further amendments to the Agreement that modify the County's maximum fiscal obligation up to an additional \$25,000 (in the aggregate), and/or modify the contract term and/or services so long as the modified term and/or services is/are within the current or revised fiscal provisions.

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