



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Human Resources



Date: October 20, 2014
Board Meeting Date: November 4, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Donna Vaillancourt, Human Resources Director
Scott Johnson, Deputy Director, Human Resources

Subject: Agreement with Viking Shredding

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with Viking Shredding to provide document destruction services for the term of December 1, 2014 through November 30, 2017, with two one-year options to extend the agreement, in an amount not to exceed \$300,000

BACKGROUND:

Currently the County uses two different document destruction vendors. Shred It and Corodata have provided services to all County sites over the last 10 years. A competitive bid process was conducted and Viking Shredding was the lowest bidder. Viking Shredding currently provides similar services to California State Agencies, a University of California Hospital, and a Bay Area Credit Union. Viking Shredding is HIPAA compliant and can meet the needs of our diverse requirements.

DISCUSSION:

Viking Shredding was the lowest bidder in a recently conducted bid process. They have agreed to provide routine weekly services and on call services as requested. Viking will assist the County departments on call with file purge dates, one time pick up, and hard drive destruction.

This Resolution contains the County's standard provision allowing amendments of the County's fiscal obligations by a maximum of \$25,000 (in aggregate).

This Resolution supports Vision 2025 Collaborative Community, promoting fiscal accountability by enabling countywide staff to access document destruction services in a HIPAA compliant and secure manner.

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PERFORMANCE MEASURE(S):

Measure	FY 2014-15 Projected	FY 2015-16 Projected
Reduction in expense	\$102,000	\$102,000

FISCAL IMPACT:

The term of the Agreement is December 1, 2014 through November 30, 2017. The amount of the agreement is not to exceed \$180,000 for the three year term. Two additional one year terms are available at the same rate. Funds are included in departmental budgets for the current fiscal year and will be included in future year's budget requests. The annual savings from switching new vendors is estimated to be \$102,000 per year, or \$306,000 over the term of the agreement.