



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 24-449

Board Meeting Date: 6/11/2024

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Rocio Kiryczun, Director of Human Resources
Jas Sandhar, Procurement Manager

Subject: Agreement with Viking Shred, LLC, for On-Site Shredding Services

RECOMMENDATION:

Adopt a 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.

BACKGROUND:

The County's current agreement for shredding services is with Viking Shred. The Contractor has been providing essential services which encompass shredding documents to hard drive destruction for all departments. The current agreement was set to expire on October 31, 2024; however, Viking Shred exercised its right to terminate the agreement early, effective June 30, 2024, because it could no longer provide the services for the prices specified in the current agreement, which was entered into in 2021.

DISCUSSION:

County Procurement has conducted Invitation for Bid (IFB) No. 1545 and determined the lowest price and responsive bidder is Viking Shred. Viking Shred is highly experienced, with locations in the Bay Area and elsewhere in California, and has provided discounted prices due to the volume of usage.

Staff has negotiated an agreement for an amount not-to-exceed of \$590,000 and a term of five years. The parties desire to enter into the agreement, and staff recommends that this Board authorize its execution.

The resolution contains the County's standard provisions allowing amendment of the County fiscal obligations by a maximum of \$25,000 (in aggregate).

The agreement and resolution have been reviewed and approved by County Attorney's Office as to

form.

PERFORMANCE MEASURES:

Measure	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2025-26	FY 2025-26
Percent of shredding jobs completed by due date	100%	100%	100%	100%	100%

FISCAL IMPACT:

The term of the agreement with Viking Shred is from July 1, 2024, through June 30, 2029. County departments will be individually invoiced by the Contractor based on usage and will pay from their budgets. All departments utilizing the agreement have included shredding services in their FY 2024-25 Recommended Budget and similar arrangements will be in the future budget years.