



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 16-772

Board Meeting Date: 11/21/2017

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**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director  
Gregory Tatar, Purchasing Manager

**Subject:** Amendment to the Agreement with Viking Shred, LLC

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Viking Shred, LLC to provide document destruction services, extending the term by two years through November 30, 2019, and increasing the amount by \$300,000 to an amount not to exceed \$480,000.

**BACKGROUND:**

Viking Shred, LLC has been the County's document destruction services vendor since December 2014. That contract is set to expire November 30, 2017. The Purchasing Division conducted a competitive bid process on October 6, 2014. Four bids were received. Viking Shred, LLC was the lowest responsive, responsible bidder. Viking Shred, LLC currently provides similar services to several California state agencies, a University of California hospital, and a bay area credit union. Viking Shred, LLC complies with the Health Insurance Portability and Accountability Act (HIPAA) requirements and can meet the County's diverse needs.

**DISCUSSION:**

Viking Shred, LLC was the lowest bidder in a recently conducted bid process. As a result, the Purchasing Division is proposing to amend the existing agreement for a term ending on November 30, 2019, and increasing the not to exceed amount by \$300,000 to an amount not to exceed \$480,000. Pursuant to the amendment, Viking Shred, LLC will provide routine weekly services and on call services as requested to all County departments. On call services provided by Viking Shred, LLC will include assisting County departments with file purges, one time pick-ups, 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).

County Counsel has reviewed and approved the resolution and amendment to the agreement as to

form.

This amendment supports the County's Vision 2025 Collaborative Community, promoting fiscal accountability by enabling Countywide staff to access document destruction services in a HIPAA compliant and secure manner.

**PERFORMANCE MEASURES:**

<b>Measure</b>	<b>FY 2017-18 Projected</b>	<b>FY 2018-19 Projected</b>
Reduction in Expense	\$102,000	\$102,000

**FISCAL IMPACT:**

Funds are included in departmental budgets for the current fiscal year and will be included in future year's budget requests. Viking Shredding remains the lowest responsible bidder by 50% on comparable services. Viking Shredding warehouses shredded paper and sells the waste to be used as raw materials to paper companies. This secondary market for recycled paper allows for a lower overall cost to the County compared to other vendors.