



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 21-824

Board Meeting Date: 10/19/2021

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Rocio Kiryczun, Director of Human Resources  
**Subject:** Agreement with Viking Shred, LCC, for On-Site Shredding Services

**RECOMMENDATION:**

Adopt a resolution authorizing the execution of an Agreement with Viking Shred, LLC, to provide on-site shredding services to County departments for an amount not-to-exceed amount of \$366,000 for a term of three years with two options for the County to extend the term for an additional period of one year.

**BACKGROUND:**

The County's current agreement for shredding services is with Viking Shred, LLC ("Viking Shred"). Given the amount of time that has passed since these services were competitively bid, the County Human Resources Department's Procurement division ("Procurement") recently conducted a County-wide Invitation for Bid ("IFB") process to ensure competitive pricing and cost-effectiveness.

**DISCUSSION:**

In the recent IFB process conducted by Procurement, the highest scoring responsive bidder was 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 \$366,000 and a term of three years with two options for the County to extend the term for an additional one-year period under the same terms. 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 Counsel as to form.

**PERFORMANCE MEASURES:**

<b>Measure</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
Percent of shredding jobs completed by due date	100%	100%	100%

**FISCAL IMPACT:**

The term of the agreement with Viking Shred is from November 1, 2021 through October 31, 2024 with two options for the County to extend for an additional one-year period under the same terms. All departments utilizing the agreement have included shredding services in their FY 2021-22 Adopted Budget and similar arrangements will be in the future budget years.