



Board Agenda Item 31

DATE: March 12, 2019

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with Pacific Storage Company

RECOMMENDED ACTION(S):

Approve and authorize the Chairman to execute an Agreement with Pacific Storage Company to provide shredding of confidential documents and the destruction of information media, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$250,000.

Approval of the recommended action will allow Pacific Storage Company to provide document shredding and information media destruction services to the County. These services include the shredding and destruction of confidential documents and information media such as hard drives, CD/DVDs, cellular phones, tablets, pagers, and other information media-related devices. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, shredding and destruction of confidential documents and materials would not be made available to County departments.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. All costs associated with these services are recovered through charges to user departments. Sufficient appropriations and estimated revenues are included in the Information Technology Services Org 8905 FY 2018-19 Adopted Budget and will be included in future budget requests.

DISCUSSION:

On November 28, 2018, the County of Fresno on behalf of the Internal Services Department issued Request for Quotation (RFQ) No. 19-029 for confidential document shredding and information media destruction to 518 vendors registered in Public Purchase. The response period closed on January 10, 2019 and three (3) vendors responded: Shred-It, Pacific Storage Company, and Iron Mountain. All responses were reviewed for completeness and compliance with the RFQ specifications and Pacific Storage Company was selected for award as the lowest compliant bidder, offering the overall lowest cost for shredding and media destruction.

Approval of the recommended action will allow Pacific Storage Company to provide document shredding and information media destruction services to the County.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with Pacific Storage Company

CAO ANALYST:

Yussel Zalapa