

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to the contract with **Enviroshred** for **confidential document destruction (on-site shredding) services**.

Board Meeting Date: March 5, 2013
Project Name/Contract#: Confidential Document Destruction/ 055-2009
Primary Contact: Todd Simmons Ext. 7373
Secondary Contact: Debra Smith Ext. 7196
Purchasing Contact: Sarah Gorsegner Ext. 7348

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 29,700 over 5 years
Additional \$ Previously Approved: \$ 29,700 over 5 years
Invoices over last approval: \$ 805
Percentage over last approval: 2.7 %
Amount this Request: \$ 26,000 through Jan. 2015
Resulting Cumulative Total: \$ 55,700 over 5 years

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Informal Invitation to Bid
If applicable, basis for exemption: N/A
Term of Agreement: _____
Option to Renew? Yes, renewable annually up to 5 years.

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

Approval for purchases "as needed" for the life of the contract Yes

Narrative:

The Board is being asked to approve an increase for a contract with **Enviroshred NW** for confidential document destruction (on-site shredding) services.

Confidential destruction services are required by the Federal Fair Trade Commission's FACT Act (FACTA) which requires business, including utility companies to reduce the risk of identity theft and other harmful situations caused by the improper disposal of consumer information and records. Oregon Law (166-030-0060(2)) requires that public records that are confidential by law must be destroyed by shredding, pulping, or incineration. In order to comply with the FACTA and Oregon Laws, staff determined confidential document destruction needs to be performed on-site using a truck with a mobile shredder.

In November 2009, informal bids were solicited in order to establish a price agreement for confidential document destruction. Four quotes were received and evaluated; the lowest responsive and responsible bidder was determined to be EFI Secured Shredding & Recycling of Portland, Oregon. EFI Secured Shredding & Recycling changed its name to Enviroshred NW in 2010.

Initial calculations estimated \$450/month in services. With the addition of the ROC and higher that estimated volume of documents requiring confidential destruction, additional bins have brought monthly prices to \$1100 per month on average. The contract has 24 months left. Staff has estimated that additional funds of \$26,000 are required on this contract through the end of the 5 year period.

ACTION REQUESTED:

Management requests Board approve an increase for the contract with **Enviroshred NW** for confidential document destruction services. Funds for these services were budgeted for 2013 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Assistant General Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____