

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **EFI Secured Shredding & Recycling** for confidential document destruction (on-site shredding) services.

Backgrounder (if "yes," "See backgrounder information") No

Board Meeting Date: January 5, 2010
Project Name/Contract#: Confidential Document Destruction / ITB 055-2009
Project Contact: Nick Holmes Ext. 7459
Purchasing Contact: Cheryl Golbek Ext. 7389

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$ 29,700
Additional \$ Previously Approved: \$ N/A
Invoices over last approval: \$ N/A
Percentage over last approval: 0%
Amount this Request: \$ 29,700
Resulting Cumulative Total: \$ 29,700

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

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve a new contract with **EFI Secured Shredding & Recycling** for confidential document destruction (on-site shredding) services.

In November 2009, informal bids were solicited in order to establish a price agreement for confidential document destruction (onsite shredding) services. Four quotes were received and evaluated; the lowest responsive, responsible bidder was determined to be EFI Secured Shredding & Recycling of Portland, Oregon.

On June 1, 2005, the federal Fair Trade Commission's FACT Act (FACTA) became effective for all U.S. Businesses, including utility companies. The Act is aimed at reducing 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)) mandates that public documents/public records that are confidential by law must be destroyed by shredding, pulping or incineration. In order to comply with the FACTA and Oregon Law, staff determined confidential document destruction needed to be performed on-site utilizing a truck with a mobile shredder.

Staff estimates the purchase of these services will be approximately \$5,373 the first year with up to a 5% increase each year thereafter, as allowed in the contract. The total five-year contract amount will be approximately \$29,700. However, this is a requirements contract (price agreement); this service is requested on an "as needed" basis and not on any specific dollar amount. Staff will request services as required to meet demand.

ACTION REQUESTED:

Staff requests Board approval of a new contract with **EFI Secured Shredding & Recycling** for confidential document destruction. Funds for these services were budgeted for 2010 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Supervisor: _____

Purchasing Manager: _____

Division Director: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____