



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: 12/15/15
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: General Services Matthew P. Pontes, Director, 560-1011
Contact Info: Karen L. Miles, Assistant Director, 568-2678
SUBJECT: Agreement with Iron Mountain for Countywide Document Shredding Services

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute a contract with Iron Mountain Secure Shredding, Inc. in an amount not to exceed \$128,780 for the period 07/01/15 through 6/30/16. Upon expiration of the Initial Term, County shall have the option to exercise up to four (4) successive one (1) year renewal terms; and,
- b) Find that the proposed action is not a "project" as defined by California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5), as it is an administrative activity that will not result in direct or indirect changes in the environment and approve and direct staff to file the attached Notice of Exemption (Attachment B).

Summary Text:

In previous fiscal years, a number of departments procured shredding services from Iron Mountain Secure Shredding, Inc. (Iron Mountain) using departmental purchase orders. This process was not the most efficient use of resources from the vendor or County's perspective.

At the request of Iron Mountain, County Departments worked together to develop a single Agreement that can be executed with Iron Mountain and cover all County Departments (Attachment A).

Authorizing this countywide agreement with Iron Mountain will result in a single Agreement that has consistent terms and conditions instead of numerous purchase orders. This Agreement will also more accurately reflect the procurement of these services that may exceed \$100,000 in total for each fiscal year.

Background:

In previous fiscal years, a number of departments procured shredding services from Iron Mountain using departmental purchase orders. In some cases, there were different terms and conditions for these services based on the type of funding source and this sometimes factored into the need to have separate agreements. During this current fiscal year, Iron Mountain refused to sign numerous Purchase Orders. This refusal led to collaboration between multiple county departments to develop a standard set of terms and conditions to be used in an Agreement with Iron Mountain. Authorizing this Agreement with Iron Mountain will ensure continuation of document shredding services.

Fiscal and Facilities Impacts:

Budgeted

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>
General Fund	\$ 48,899.00
State	\$ 55,005.00
Federal	\$ 23,876.00
Fees	
Other:	\$ 1,000.00
Total	\$ 128,780.00

Narrative:

Exhibit B-2 of the Agreement identifies the not-to-exceed amounts for each department.

Risks:

The Agreement is considered low risk. The primary risk is an allowance of an annual fee adjustment not to exceed six percent (6%). This risk is mitigated through option renewals instead of automatic renewals. This means the County will be able to determine if the pricing remains competitively priced for the market prior to committing to additional terms of service.

Special Instructions:

Direct the Clerk of the Board to forward one (1) original Agreement and two (2) copies of the Certified Minute Order to Karen L. Miles, General Services Department.

Attachments:

Attachment A: Agreement for Services of an Independent Contractor (1 original; 1 duplicate original)

Attachment B: CEQA Notice of Exemption

Authored by:

Karen L. Miles, Assistant Director
Department of General Services, 568-2678