



# Monterey County

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## Board Report

Legistar File Number: A 15-224

June 23, 2015

**Introduced:** 6/19/2015

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) to execute an Agreement with Shred It USA for document shredding services at NMC, with a term of July 1, 2015 through December 31, 2017 and whereby the total Agreement amount shall not to exceed \$150,000; and
- b. Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) to execute future amendments to the Agreement to extend the term of the Agreement provided there is no significant change to the scope of services and provided the service rates do not exceed an increase of greater than 10%.

### **RECOMMENDATION:**

#### **It is recommended the Board of Supervisors:**

- a. Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) to execute an Agreement with Shred It USA for document shredding services at NMC, with a term of 07/01/2015 through 12/31/17 and whereby the total Agreement amount shall not to exceed \$150,000.
- b. Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) to execute future amendments to the Agreement to extend the term of the Agreement provided there is no significant change to the scope of services and provided the service rates do not exceed an increase of greater than 10%.

### **SUMMARY/DISCUSSION:**

Shred It USA is able to provide and empty over 100 consoles throughout the hospital to ensure appropriate destruction of confidential and patient care information. These consoles are positioned near nurses' stations, under admissions clerks' desks and in other areas as needed to ensure that important information is destroyed immediately.

Shred It USA provides weekly scheduled pickups and provides an unbroken chain of custody service to ensure sensitive day to day information is secure from the moment it is placed in the console until it is shredded on site at NMC. In addition Shred It USA provides hard drive and media destruction.

This new agreement is intended to replace the current agreement which is expiring (term 6/1/11 through 6/30/15 and total amount \$216,620).

### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved this Agreement as to legal form and risk provisions, and the Auditor-Controller has reviewed and approved as to payment provisions. The Agreement has also been reviewed and approved by NMC's Finance Committee on 4/23/15 and by its Board of Trustees on 5/1/15.

**FINANCING:**

The cost for this Agreement is \$150,000 of which \$50,000 was budgeted in the FY15-16 Recommended Budget. There is no impact to the General Fund.


Prepared by: Janine Bouyea, Human Resources Director, 783-2701

Approved by: Gary R. Gray, DO, Interim Chief Executive Officer, 783-2504

Attachments:

Shred It USA Agreement

Attachments on file with the Clerk of the Board

  
\_\_\_\_\_  
Gary Gray DO, Interim Chief Executive Officer

  
\_\_\_\_\_  
Date