



# Monterey County

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## Board Report

Legistar File Number: A 17-509

January 23, 2018

**Introduced:** 12/22/2017

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute renewal and amendment no. 1 to the agreement (A-12764) with Shred-it USA, LLC for document shredding services at NMC, to renew and amend the agreement on the same or similar terms retroactive to January 1, 2018, extending the agreement for an additional three (3) year period (January 1, 2018 through December 31, 2020) for a revised full agreement term of July 1, 2015 through December 31, 2020, and adding \$150,000 for a revised total agreement amount not to exceed \$300,000.

### **RECOMMENDATION:**

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

Authorize the Deputy Purchasing Agent for Natividad Medical Center (NMC) or his designee to execute renewal and amendment no. 1 to the agreement (A-12764) with Shred-it USA, LLC for document shredding services at NMC, to renew and amend the agreement on the same or similar terms retroactive to January 1, 2018, extending the agreement for an additional three (3) year period (January 1, 2018 through December 31, 2020) for a revised full agreement term of July 1, 2015 through December 31, 2020, and adding \$150,000 for a revised total agreement amount not to exceed \$300,000.

### **SUMMARY/DISCUSSION:**

Shred-it USA, LLC is able to provide and empty over 100 consoles throughout the hospital to ensure appropriate destruction of confidential and patient 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.

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

Approval of the recommended action will allow NMC to continue utilizing document shredding services provided by Shred-it for 3 additional years. This amendment also includes a slightly revised scope of services for a few additional bins as needed for the NMC finance and business office which recently moved out to the Creekbridge office location, a move necessary to open up additional space for patient care within the hospital.

This agreement expired on December 31, 2017. NMC is requesting the renewal and amendment to be retroactive back to January 1, 2018 so there is no gap in coverage. NMC began working on this amendment several months prior to expiration; however, due to a delay in obtaining signatures from Shred-it, the documents were not ready to submit to the Board of Supervisors in time for submittal onto either of the December Board of Supervisors' meeting dates.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved this renewal and amendment no. 1 as to legal form and risk provisions, and the Auditor-Controller has reviewed and approved as to payment provisions. This renewal and amendment no. 1 has also been reviewed and approved by NMC's Finance Committee on October 26, 2017 and by its Board of Trustees on November 3, 2017.

**FINANCING:**

The cost for this renewal and amendment no. 1 is \$150,000 of which \$20,000 was included in the Adopted Budget for Fiscal Year 2017-18. Amounts for remaining years of the agreement will be included in those budgets as appropriate. There is no impact to the General Fund.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Natividad Medical Center provides essential patient care services to the community in line with the mission of the hospital and the Board of Supervisors. This agreement will ensure the appropriate destruction of patient information when providing these services.

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

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

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

Attachments:

- Shred-it USA LLC Renewal and Amendment 1
- Shred-it USA LLC Agreement

Attachments on file with the Clerk of the Board