



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 13-071, **Version:** 1

Authorize the Purchasing Manager for Natividad Medical Center (NMC) to execute Amendment No. 2 to the Agreement (MYA73) with Shred It USA for Document Shredding Services at NMC, extending the Agreement to June 30, 2014 and adding \$80,000 for a revised total Agreement amount not to exceed \$179,620 in the aggregate.

RECOMMENDATION:

It is recommended the Board of Supervisors authorize the Purchasing Manager for Natividad Medical Center (NMC) to execute Amendment No. 2 to the Agreement (MYA73) with Shred It USA for Document Shredding Services at NMC, extending the Agreement to June 30, 2014 and adding \$80,000 for a revised total Agreement amount not to exceed \$179,620 in the aggregate.

SUMMARY/DISCUSSION:

Currently Natividad Medical Center utilizes Shred-It USA to provide over 100 consoles throughout the facility 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 regularly scheduled pickups and provides an unbroken chain of custody services to ensure sensitive day to day information is secure from the moment it is placed in the console until it is shredded here at NMC. In addition assisting with day to day paper destruction the company provides Hard Drive and Media destruction.

The increase in the Agreement Aggregate Amount of \$80,000, will allow Natividad to continue to utilize these services for Fiscal Year 2013/2014.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved this Amendment No. 2 as to legal form and risk provisions. Auditor-Controller has reviewed and approved this Amendment No. 2 as to fiscal provisions. The Amendment No. 2 has also been reviewed and approved by Natividad Medical Center's Board of Trustees.

FINANCING:

The cost for this Amendment No. 2 is \$80,000 and is included in the Fiscal Year 2013/2014 Recommended Budget. There is no impact to the General Fund.

Prepared by: Janine Bouyea, HR Director, 783-2701

Approved by: Harry Weis, Chief Executive Officer, 783-2553

Attachments: Amendment No. 2, Agreement, Amendment 1