

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

456



FROM: Purchasing and Fleet Services Dept.

SUBMITTAL DATE:
4/21/08

SUBJECT: APPROVE THE AGREEMENTS WITH CINTAS AND PAPER RECYCLING & SHREDDING, FOR DOCUMENT DESTRUCTION SERVICES FOR ALL COUNTY DEPARTMENTS

RECOMMENDED MOTION: In accordance with Ordinance 459.4, move that the Board of Supervisors:

1. Approve and execute the personal service agreements with Cintas (\$400,000) as the primary award and Paper Recycling & Shredding Services (\$200,000) as the secondary award, in the annual aggregate amount of \$600,000; and,
2. Authorize the Purchasing Agent to sign amendments and approve annual increases not to exceed the CPI; and,
3. Direct the Clerk of the Board to return three (3) original signed copies to the Purchasing and Fleet Services Department.

BACKGROUND: The Purchasing Department solicited competitive bids for document destruction services to be utilized for all county agencies. The vendors are required to perform both witnessed and/or non-witnessed document and media destruction and shredding services that meet or exceed PHI and HIPAA requirements for secured materials destruction.

(Continued on Page 2)

MARK SEILER, C.P.M., Asst. Director for Bob Howdysshell,
Purchasing and Fleet Services Department

FORM APPROVED/COUNTY COUNSEL
BY: NEAL R. KIPNIS
DATE: 5/13/08

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 50,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 250,000	Budget Adjustment:	No
	Annual Net County Cost:	\$ 300,000	For Fiscal Year:	FY 07/08

SOURCE OF FUNDS: Various Department Budgets	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY:
Serena Chow

County Executive Office Signature

Dep't Recomm.: Consent Policy Policy

Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: _____ District: _____ Agenda Number: _____

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.52

BOARD OF SUPERVISORS

**FORM 11: APPROVE THE AGREEMENTS WITH CINTAS AND PAPER RECYCLING & SHREDDING,
FOR DOCUMENT DESTRUCTION SERVICES FOR ALL COUNTY DEPARTMENTS**

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BACKGROUND (Continued)

In compliance with the County's Policy B23 and other State and Federal laws, the agreements with the two selected vendors will help ensure that all personal or confidential documents are disposed of properly to help in the prevention of any County, State, or Federal violations.

PRICE REASONABLENESS: Purchasing released a Request for Proposal and mailed the RFP to 36 vendors, advertised on the Internet, and held a bidders meeting at the Purchasing Department. Purchasing received nine responses and gathered an evaluation committee consisting of Assessor Clerk-Recorder's Office, Department of Public Social Services (DPSS), Mental Health, and the IT Security Office to review the proposals. Cintas and Paper Recycling & Shredding were recommended as the lowest responsive/responsible bidders. Purchasing recommends that the award be given to Cintas as the primary awarded vendor and Paper Recycling & Shredding as the secondary awarded vendor for a total annual aggregate amount of \$600,000.00.

BID RANGE				
			Primary	Secondary
	Low	High	Cintas	PR&S
Witnessed	0.047	0.850	0.047	0.052
Non-Witnessed	0.037	0.809	0.037	0.047

REVIEW/APPROVAL: Purchasing concurs with this request.

Form 11 Attachment Contract/Lease/Purchase Summary Data

- | | | |
|---|---|---|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Lease | <input type="checkbox"/> Purchase |
| <input checked="" type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Approval/Renewal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Sole Source | <input type="checkbox"/> Multi-Year Lease | <input type="checkbox"/> Other Than Low Bid |
| <input checked="" type="checkbox"/> Personal Services | <input type="checkbox"/> Equipment | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Real Property | |
| <input type="checkbox"/> Other than low Bid | <input type="checkbox"/> Change Order | |
| <input type="checkbox"/> Change Order | | |

User Department:	Riverside County All County Departments
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Vendor/Lessor Name:	Vendor 1: Cintas Vendor 2: Paper Recycling & Shredding Services
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Vendor/Lessor Location:	Vendor 1: 18724 S. Broadwick St., Rancho Dominguez, CA 90220 Vendor 2: 1391 E. Mission Blvd., Pomona, CA 91766
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Selection Committee Member Names (RFP's Only)	
Jim Hofer, Assessor Clerk Recorder Kari Garland, Security Office Robin Geraurd, Mental Health Candace Holt, DPSS	
Local Preferences Applied: Effected Award?	Yes No

Applicable Board Policy # California Code

Comments:

RFQ/RFP Process: PUARC881
Date Mailed: July 16, 2007
Response Date: August 17, 2007

of Responses: 9
of Qualified Responses: 9

Bidding Process:
Bid Range: \$0.037 - \$0.850

Responsive and
Responsible Bid Range: \$0.037 to \$0.052
Local Preference Award Cost:
(5% maximum preference)
Local Preference FYTD: Cost: