

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council		Item ID:	63505	Agenda Number	17.
Meeting Date:		October 20, 2016			
Department:		Purchasing			
Subject					
Authorize award and execution of a 36-month contract with GMSL CONSULTING, LLC DBA CENTEXSHRED, to provide citywide shredding services, in an amount not to exceed \$229,875, with three 12-month extension options in an amount not to exceed \$76,625 per extension option, for a total contract amount not to exceed \$459,750.					
Amount and Source of Funding					
Funding in the amount of \$76,625 is available in the Fiscal Year 2016-2017 Operating Budget of various City departments. Funding for the remaining 24 months of the original contract period and extension options are contingent upon available funding in future budgets.					
Fiscal Note					
A fiscal note is not required.					
Purchasing Language:	The Purchasing Office issued an Invitation for Bids (IFB) CRR0207 for these services on July 25, 2016 and it closed on August 16, 2016 with two offers received. The recommended offer is the lowest offer submitted by a responsible offeror. Additional information on the solicitation is included below the line. The recommended offeror is the current provider for these services.				
Prior Council Action:					
For More Information:	Claudia Rodriquez, Senior Buyer, 512-974-3092				
Boards and Commission Action:	October 12, 2016 – Unanimously recommended by the Water and Wastewater Commission on a 10-0 vote with Commissioner Moriarty absent.				
Related Items:					
MBE / WBE:	This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement				

Program. For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.

Additional Backup Information

The contract provides secure onsite and offsite shredding services for all City departments. The services include the collection of onsite containers located at various City facilities. The Contractor will shred the content in the secured containers either onsite or offsite as requested by the department. Shredding services are necessary in order to properly dispose of confidential or proprietary documents, films, photographs, blueprints, credit cards, microfiche, transparencies, computer disks, or videos.

The Contractor will recycle any materials that are eligible to be recycled. The Contractor is a local vendor which employs Austin residents.

If a contract is not secured, departments will be unable to securely shred confidential or proprietary materials.

BID TABULATION

IFB CRR0207

Citywide Shredding Services
(4 Line Items)

Vendor

Total Bid Price

GMSL Consulting, LLC

\$76,625.00

B&K Technologies

\$154,000.00

A complete solicitation package, including a bid tabulation, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

GMSL CONSULTING, LLC DBA CENTEXSHRED				
	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	36	\$ 229,875	n/a	n/a
Extension Option 1	12	\$ 76,625	n/a	n/a
Extension Option 2	12	\$ 76,625	n/a	n/a
Extension Option 3	12	\$ 76,625	n/a	n/a
TOTAL	72	\$ 459,750	\$ -	\$ -