



**Recommendation for
Water & Wastewater Commission**

Commission Meeting Date:	October 12, 2016
Council Meeting Date:	October 20, 2016
Department:	Purchasing
SUBJECT	
<p>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. This is a multi-department contract. Austin Water's requested authorization is \$27,585.</p>	
AMOUNT AND SOURCE OF FUNDING	
<p>Funding in the amount of \$9,195 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Water. Funding for the remaining 24 months of the original contract period and extension options are contingent upon available funding in future budgets.</p>	
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:	N/A
For More Information:	Claudia Rodriquez, 512-974-3092; Denise Avery, 512-972-0104
Boards and Commission Action:	October 12, 2016- To be reviewed by the Water and Wastewater Commission.
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.

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.

Austin Water has 18 containers that are located at various Austin Water sites.

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)

<u>Vendor</u>	<u>Total Bid Price</u>
GMSL Consulting, LLC	\$76,625
B&K Technologies	\$154,000

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:

https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=113670

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	\$ -	\$ -