



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: June 13, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

High Volume Industrial Document Shredder for Office of the City Clerk

SUMMARY:

This ordinance approves a contract with Cape Equipment & Services, LLC for the purchase, delivery, and installation of a High-Volume Industrial Document Shredder with Conveyor belt system for a total cost of \$55,697.20 for the Office of the City Clerk. Funding is available in the General Fund FY 2024 Adopted Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the offer submitted by Cape Equipment & Services, LLC to provide one (1) Mbm Destroyit 5009 Cross Cut Paper Shredder Level 2/P-2 with a compatible modular conveyor belt system for use by the Office of the City Clerk (OCC), Municipal Archives & Records Division.

OCC requires two high-capacity shredders to maintain the substantial daily volume of physical records requiring destruction according to Texas Local Government Record Act. OCC had one shredder since 2007 which stopped working in 2023. To replace the shredder, OCC purchased one

new shredder in 2023 which is the only operating equipment to perform the high demand of shredding services. By acquiring a new high-capacity shredder, the department will have two high volume industrial shredders and will be able to continue shredding records in house without the need to outsource shredding services. This in-house capability will not only ensure compliance with record retention regulations but also provide a cost-effective solution compared to the ongoing expenses associated with outsourcing shredding services.

The City issued a Request for Offer (RFO) for “OCC-High Volume Industrial Document Shredder” (RFO, 6100017926) on April 12, 2024, with a submission deadline of April 17, 2024. Cape Equipment & Services, LLC is recommended for contract award based on published specifications.

This purchase is made in accordance with the Texas Local Government Purchasing Cooperative BuyBoard passed through Ordinance 97097, dated 1/30/2003. This equipment will be purchased from Cape Equipment & Services, LLC utilizing the BuyBoard cooperative contract number 656-21. The use of the cooperative contract allows OCC to access brand specific equipment. The recommended shredder is the same brand and model as the current shredder at OCC purchased in 2023 which provides for standardization in equipment operations.

This contract will begin upon City Council award and will terminate upon completion of all work described herein or delivery of all goods and services ordered, as applicable.

ISSUE:

Submitted for City Council consideration and action is the offer submitted by Cape Equipment & Services, LLC to provide OCC with one (1) High-Volume Industrial Document Shredder and a Conveyor.

The typical life cycle of the high-capacity shredders is 10-15 years. The equipment has a one-year limited warranty.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods/supplies contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the OCC will be unable to properly shred and recycle documents that have met retention requirements and contain confidential information. During this time, the City may be at risk of being out of compliance with the Texas Government Records Act.

FISCAL IMPACT:

This ordinance approves a contract with Cape Equipment & Services, LLC for the purchase, delivery, and installation of a High-Volume Industrial Document Shredder with a conveyor belt system for a total cost of \$55,697.20 for the Office of the City Clerk. Funding is available in the General Fund FY 2024 Adopted Budget.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract was procured by means of cooperative purchasing and a Contracts Disclosure Form is not required.