



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: June 22, 2023

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

High Volume Industrial Document Shredder for the Office of the City Clerk

SUMMARY:

This ordinance authorizes a contract with Cape Equipment & Services, LLC dba LSS Digital, to provide the Office of the City Clerk a high-volume industrial document shredder for a total cost of \$56,483.10. Funding for this contract is available from the FY 2023 General Fund Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the offer submitted by Cape Equipment & Services, LLC dba LSS Digital, to provide a high-volume industrial document shredder with a conveyor belt system for use at the Office of the City Clerk. This item is required to maintain the Municipal Archives division's responsibility to dispose of unneeded documents and protect the privacy of the City and its citizens. This item will replace an older unit that is no longer functional or able to be repaired.

The high-volume industrial document shredder will allow the Office of the City Clerk's Municipal Archives Division to perform shredding of documents in order to be compliant with the Texas State Library and Archives Commission and the Texas Government Records Act.

The City issued a Request for Offer (RFO) for “OCC – High Volume Industrial Document Shredder” (RFO 6100016531) on May 2, 2023, with a submission deadline of May 5, 2023. One offer was received and Cape Equipment & Services, LLC dba LSS Digital is recommended for award based on the published specifications.

This contract was procured on the basis of a Buy Board Cooperative contract #656-21 and is made through the Texas Local Government Purchasing Cooperative (Buy Board) passed on ordinance 97097, dated 1/30/2003. The use of the cooperative contract allows the Office of the City Clerk to access brand-specific shredding equipment to provide standardized operations, maintenance and repair for the City Clerk’s shredding needs.

This contract shall begin upon the effective date of the ordinance awarding the contract and shall terminate upon completion of all work described herein or delivery of all goods ordered, as applicable.

ISSUE:

This contract will provide a high-volume industrial document shredder for use at the Office of the City Clerk. The purchase will provide for the removal of existing shredder, purchase and installation, and training of new industrial shredder. This equipment will be in support of all City departments in managing their records through the document lifecycle. This support requires an industrial shredder for high volume daily shredding of confidential records that have met retention requirements. This type of shredder also satisfies the legal requirement for certifying records as destroyed.

The industrial shredder has a one-year limited warranty on cutting shafts and wheels, and a one-year limited warranty on parts.

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 award 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 City will be unable to properly shred and recycle documents that have met retention requirements and contain confidential information. The current shredding equipment is not functional and cannot be repaired. During this time, the City may be at risk of being out of compliance with the Texas Government Records Act.

FISCAL IMPACT:

This ordinance will approve a contract with Cape Equipment & Services, LLC dba LSS Digital, to provide a high-volume industrial document shredder for use at the Office of the City Clerk for an estimated total cost of \$56,483.10. Funding for this contract is available from the FY 2023 General Fund Budget.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract with Cape Equipment & Services, LLC dba LSS Digital, to provide a high-volume industrial document shredder for use at the Office of the City Clerk for an estimated total cost of \$56,483.10.

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