



City of Austin

Recommendation for Action

File #: 25-0807, **Agenda Item #:** 28.

5/22/2025

Posting Language

Authorize a contract for shredding services for all City departments with VeriTrust Corporation, for an initial term of three years with up to two one-year extension options in an amount not to exceed \$423,000. Funding: \$21,178 is available in various departments' Operating Budgets. Funding for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Financial Services Department.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$21,178 is available in the Fiscal Year 2024-2025 Operating Budget of various departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued an Invitation for Bids (IFB)5000 JOG1040 for these services. The solicitation was issued on February 3, 2025, and closed on March 6, 2025. Of the seven offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's website. This information can currently be found at https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=141884.

MBE/WBE:

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities and no certified M/WBEs; therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

The contractor will provide secure document shredding services for all City departments. These services will support approximately 30 departments across more than 180 service locations and will include off-site and on-site bulk shredding services. The contractor is a member of the National Association of Information Destruction and adheres to the required security measures to ensure compliance with industry standards.

The contract will replace an existing contract which expires on June 28, 2025. The requested authorization amount was determined using departmental estimates based on historical spend and anticipated future usage. The recommended contractor is the current provider for these services.

If the City is unable to secure this contract, it will disrupt shredding services, potentially exposing the City to security risks related to confidential documents.