

10

AGENDA ITEM REQUEST FORM

Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

AGENDA ITEM

Discussion and possible action to authorize Compass Recycling to provide one-time shredding services for all county offices.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	April 23, 2013	\$3,200

LINE ITEM NUMBER
001-645-00.5399

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: YES **AUDITOR REVIEW:** BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
GARZA	COBB	N/A

SUMMARY
The Hays County Records Management Officer has identified about 1200 boxes that can be shredded and destroyed per State of Texas retention guidelines and adopted County retention schedules. The per pound shred price from Compass is .08 per pound, to be weighed on site.

FILED: **04 23 13**
HAYS COUNTY COMMISSIONERS' COURT
Resolution # **28909** VOL **v** PG **144**

Proposal

Compass Paper Recycling
PO Box 312628
New Braunfels, TX 78130

Phone: (830) 626-1700
Fax: (866) 591-0665
Mobile: (830) 660-0515



www.compassrecycling.com.com

Date: 4/9/13
To: Clint Garza
From: Matt Dirienzo
RE: Bulk Shred Project
No. of pages including cover: 1

Thank you for the opportunity to present this proposal for our bulk shredding services for 1200 boxes of secure documents. Per our discussion, our bulk shred program is based on overall weight. This always seems to work in the customer's best interest because file boxes are typically not completely full.

The figures below are based on the file boxes palletized and staged for immediate pick-up. If you need our services to gather and transport the files within your facility, just let me know and we'll be happy to assist.

Compass Bulk Shredding Services:

Pickup Fee (1 vehicle x 1 man x 50 miles round-trip): \$75
Load-out Labor (1 men x 1 hours x \$70 hr) = \$70
Bulk Shred Fee (1200 boxes x 30 lbs. per box (est. wt.) x 8 cents/lb) = \$2,880

Total Estimate: \$3,025

* Final invoice will be respectively adjusted based on actual time and volume of material.

Regards,
COMPASS SHREDDING & RECYCLING

Matt Dirienzo
Office: (830) 626-1700
Mobile: (830) 660-0515 (Matt)