



City of Waukesha
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Committee: Board of Public Works	Date: 3/23/2023
Common Council Item Number: ID#23-6314	Date: 4/6/2023
Submitted By: Alex Damien, Interim Director of Public Works	City Administrator Approval: Kevin Lahner, City Administrator
Finance Department Review: Joseph P. Ciurro, Finance Director	City Attorney's Office Review: Brian Running, City Attorney
Subject: Review and act on the Agreement with Strongbox Document Destruction for 2023 Paper Shredding Events.	

Details: Confidential paper shredding is both an important safeguard of sensitive information and a significant part of the recycling and solid waste disposal management program. Per citizen requests and in discussions with our recycling processor – Waukesha County – providing an option for confidential paper shredding and disposal would be a value-added service for the community. This will be the first time the city has hosted a paper shredding event. The intention is to host two events in 2023 and learn from the experience for future considerations.
Options & Alternatives: If we do not host these events, citizens may continue to manage confidential papers on their own and dispose of them per guidelines by Waukesha County recycling and city regulations. The current process is not ideal for recycling markets.

Financial Remarks: We requested quotes from three paper shredding companies. Strongbox Document Destruction (Brookfield) came back with the best price offering per services offered. They will charge \$250 per hour and a \$50 set-up/transportation fee. We are intending to do a two-hour event for the first event (\$550 total cost to vendor). If it is popular and in demand, we would extend it to three hours for the next event (\$800 total cost to vendor). It is proposed to charge a user fee of \$5/visit for the drop-off of materials (up to 3 bankers-boxes per visit) with the intention of having these events be budget neutral. To be budget neutral, the first 2-hour event, we would need 110 customers and the second, 3-hour event would need 150 customers to cover the cost. Expense account: 7150.52190 Revenue account: 7150.48490
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Executive Recommendation: Recommend approval of the Agreement with Strongbox Document Destruction for the 2023 Paper Shredding Events.
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