Committee: Board of Public Works	Date: 3/20/2025
Common Council Item Number: ID #25-00517	Date: 4/3/2025
Submitted By: Alex Damien, Director of Public Works	City Administrator Approval: Anthony W. Brown, 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 2025 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. The City hosted two successful events in the first year, 2023. The intention is to host two (or three events) in 2025 and continue to 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 value. They will charge $250 per hour and a $50 set-up/transportation fee. We are intending run two-hour events ($550 total cost per event).

To help cover the cost of the service, the City will charge a resident fee of $7/vehicle load for the drop-off of materials (up to 3 bankers-boxes per visit). For a two-hour event, we would need 110 customers to cover costs.

The overall intention is for these events to be budget neutral. Expense account: 7150.52190. Revenue account: 7150.48490.

Executive Recommendation:
Approve the Agreement with Strongbox Document Destruction for 2025 paper shredding events.