

**REPORT FROM EVALUATION COMMITTEE**  
**REQUEST FOR PROPOSALS FOR REQUIREMENTS CONTRACTS FOR CITYWIDE**  
**DOCUMENT STORAGE AND SHREDDING SERVICES**

**RFP NO. 9668**

**COMMITTEE MEMBERS:**

Tina Your - Records Supervisor, City Clerk's Office

Dyan Ayala - Procurement Specialist, Purchasing Division

Rosemary Hernandez - Accountant-Auditor II, Police Department

Evelyn Yin-Zepeda - Management Analyst II, Fire Department

**FACILITATOR:**

Tamra Torrence - Senior Procurement Specialist, Purchasing Division

**BACKGROUND:**

The City of Fresno solicited proposals from qualified vendors to provide citywide document storage and shredding services. This request is for a two (2) year contract with three (3) possible one-year extensions. One vendor, Pacific Storage Company, submitted a proposal prior to the deadline.

**SIGNIFICANT EVENTS:**

RFP Release: October 13, 2023

Opening: November 14, 2023

Committee Evaluation: December 1, 2023

**EVALUATION COMMITTEE:**

The Committee evaluated the proposal received based on the criteria listed in the Request for Proposals, which included:

- 1) Cost as shown on the proposal form
- 2) Ability to meet the stated service requirements
- 3) Past Performance and Experience based on References and experience shown on "Statement of Qualifications and Experience"
- 4) Conformance to the terms and conditions of the RFP
- 5) Financial Stability based on information provided in the Statement of Qualifications
- 6) Other related information provided.

## **PACIFIC STORAGE COMPANY**

Pacific Storage Company submitted a proposal with pricing the committee agreed was lower pricing than what the City is currently paying various other vendors for the same services. The per tote pricing on 65- and 95-gallon totes is significantly lower than current costs. The City currently uses different companies for shredding and document storage across all City departments, and Pacific Storage Company is one of them. The Committee members discussed past experiences with Pacific Storage Company, and all had positive experiences. Pacific Storage Company is a local business as defined in the Fresno Municipal Code and has been in business for 168 years. Additionally, they have worked with the City for several years.

## **SUMMARY RECOMMENDATION**

The committee unanimously agreed that Pacific Storage Company would be the best fit and value for the City. The committee recommends that Council approve the award to Pacific Storage Company for a two (2) year contract for \$125,000 per year plus annual CPI adjustments with three (3) possible one (1) year extensions at the City's discretion based upon performance and adherence to contract requirements.