***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **n/a** | **Meeting Date:** | **June 17, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Chris Forrester, CAO** | **Phone:** | **530-842-8005** |
| **Address:** | **1312 Fairlane Road, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Sherry Lawson** |
| **Subject/Summary of Issue:** |
| An RFP was posted by the County Administrative Office seeking proposals for a master agreement for countywide confidential material shred services. iSecure, Information Security, Inc., submitted a responsive proposal to the RFP. After deliberation, County administrative staff determined that iSecure, Information Security, Inc. is the recommended qualified responsive bidder. Staff is requesting Board approval of an all-County rate contract between the County of Siskiyou and iSecure Information Security, Inc. for confidential material shred services for a 5-year term ending June 30, 2030.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |       |  |  |  |  |
| Fund:  |       |  | Description: |       | Org.: |       | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | This is an all-County rate contract; departments will submit a Departmental Request –  |
| Master Agreement when services are needed.. |
| **Recommended Motion:** |
| Staff respectfully requests that the Board approve the all-County rate contract contract between the County of Siskiyou and iSecure, Information Security, Inc. for a 5-year term ending June 30, 2030.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021