

Staff Report

Subject: Renewal of Agreement between Effingham County Board of Elections and Sentry Data Management LLC

Author: Danielle Carver, Procurement and Capital Projects Manager

Department: Elections

Meeting Date: October 1, 2024

Item Description: Approval of Agreement between Effingham County Board of Elections and Sentry Data Management LLC

Summary Recommendation: Staff recommends the Renewal of the Agreement between Effingham County Board of Elections and Sentry Data Management LLC for the removal and destruction of quantities of office paper and other designated confidential materials.

Executive Summary/Background:

- The initial term of this agreement is for 36 months and shall automatically renew for successive 36-month terms. The initial term will end November 2nd, 2024.
- Either party may terminate this agreement within 60 days prior to the end of the initial term or any successive term with written notice.
- Pricing for this agreement is done per the pricing table included in the agreement. Any adjustments to the table will be done in writing 30 days before the end of any term.
- No changes to pricing have been made at this time.
- Removal of items will be performed by identifiable SDM personnel and transported in an enclosed and locked vehicle to SDM's facility for shredding or it will be shredded on-site. While in the possession of SDM, all material shall be protected by being stored in a secure facility with limited access. All paper materials to be destroyed shall be shredded, baled, and transported to a mill for recycling.
- A Certificate of Destruction for the month's services will be provided monthly with each invoice.
- If approved, this renewal will be for an additional 36-month term beginning November 2, 2024 and extending until November 2, 2027.

Alternatives for Commission to Consider

1. Approve the renewal of the Confidential Document Destruction Agreement with Sentry Data Management LLC for another 36-month term.
2. Do not approve the renewal and direct staff to seek alternative vendors.
3. Provide further direction to staff.

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Elections, Finance, Purchasing

Funding Source: Elections Operating Budget

Attachments: Sentry Data Management Contract