



**MEETING DATE:** September 23, 2025  
**PRESENTED BY:** Anna Carrillo, City Secretary  
**AGENDA ITEM:** Authorization to execute the second and final one-year renewal option for Offsite Document Storage, Destruction and Other Related Services, RFP No. 22-543-09-06, with 3GS, LLC - Carrillo

**NATURE OF REQUEST:**

The City entered into a contract with Lone Star Shredding and Document Service dba 3GS, LLC under Bid No. 22-543-09-06 for Offsite Document Storage, Destruction, and Related Services. The contract allows for two (2) one-year renewal options. This request is to exercise the second and final renewal allowed under the contract.

The renewal period will extend the contract from October 21, 2025 through October 20, 2026, with a 5% price increase applied in accordance with the original bid terms and conditions.

**BUDGETED:** Yes FY25-26    **FUND:** General    **ACCT. #:** 01-419-34499

**BUDGET:** \$10,000    **EST. COST:** \$10,000    **CURRENT BUDGET BALANCE:** \$10,000

**STAFF RECOMMENDATION:**

Approval

**Departmental Approval:** Finance, Purchasing

**Advisory Board Recommendation:** N/A

**City Manager's Recommendation:** Approval *JP7*

**RECORD OF VOTE:**    **APPROVED:** \_\_\_\_\_

**DISAPPROVED:** \_\_\_\_\_

**TABLED:** \_\_\_\_\_

\_\_\_\_\_ AYES

\_\_\_\_\_ NAYS

\_\_\_\_\_ DISSENTING \_\_\_\_\_