



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: November 28, 2023	Department: Admin	Presented By: City Secretary
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AGENDA ITEM:

Discussion/Action: to approve a service agreement with Silverback Shredding Service.

BACKGROUND:

Staff is requesting a new service agreement with Silverback Shredding for the city’s shred services. The city cancelled its service contact with Shred-It as we had issues with billing and communication. After reviewing the account staff found it was in the best interest of the city to cancel the services and find a new company.

Silverback is vetted by other municipalities with a lower cost to the city.

Shred-It Service for once every 4 weeks for City Hall and Police Department was \$250

Silverback Shredding Service for once every 4 weeks for City Hall and the Police Department will be \$110

STAFF/BOARD/COMMISSION RECOMMENDATION:

Suggested motion: to approve a service agreement with Silverback Shredding Service.

EXHIBITS:

Service Agreement

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$