



**INDIAN RIVER COUNTY**  
**SOLID WASTE DISPOSAL DISTRICT**  
**BOARD MEMORANDUM**



**Date:** August 4, 2017  
**To:** Jason E. Brown, County Administrator  
**From:** Vincent Burke, P.E., Director of Utility Services  
**Thru:** Himanshu H. Mehta, P.E., Managing Director, Solid Waste Disposal District (SWDD)  
**Prepared By:** Stephanie C. Fonvielle, Recycling Education and Marketing Coordinator, SWDD  
**Subject:** Request Approval for Two Paper Shredding Events in Fiscal Year 2017/18

**DESCRIPTION:**

Since April 2016, SWDD has hosted three largely successful Residential Paper Shredding Events that have collectively diverted over 49,000 lbs of shredded paper from the landfill. The response from local residents has been extremely positive, and each event has shown a substantial increase in attendance:

Event Date	Turnout (# of vehicles)	Amount Recycled (lbs)
April 2, 2016	250	12,600
November 19, 2016	450	15,588
April 8, 2017	700	20,829

For Fiscal Year (FY) 2017/18, SWDD staff would like to host two Residential Paper Shredding Events, one on November 18, 2017, and one on April 7, 2018. For the past two Paper Shredding Events, SWDD has partnered with a locally owned and operated paper shredding company, Southeast Secure Shredding (SESS). SESS has hosted the events at their paper shredding facility for a duration of 5 hours at no cost to the County. However, as the popularity of the Paper Shredding Event increases, SESS determined it was necessary to provide 8-10 personnel in order to safely and responsibly manage the large number of cars. SESS is available to host the fall and spring paper shredding events for FY2017/18 this year; however, they are requesting a payment of \$800 per event (\$1600 in total) to cover labor costs.

Staff received offers from two other out-of-county vendors: All Points Mobile Shredding and Progressive Document Destruction. Both companies would utilize mobile paper shredding trucks with a total capacity of 33-34,000 lbs and a total cost of \$3,420 and \$3,600 respectively. SESS would host the event out of their shredding facility, which would provide an overall capacity of 88,000 lbs at a total cost of \$1,600:

Company	Rate	# Trucks	# Hours	Capacity (lbs)	# Events	Total Cost
Southeast Secure Shredding	\$800/event	-	5	88,000	2	\$1,600
All Points Mobile Shredding	\$190/truck/hour	3	3	34,500	2	\$3,420
Progressive Doc. Destruction	\$200/truck/hour	3	3	33,000	2	\$3,600

The commercial plaza where SESS is located can accommodate a queue of approximately 40 cars before overflowing into the turning lane on US Highway 1. Due to the growing popularity of the event, staff has reached out to the Sheriff's Department who has verbally confirmed that they can regulate traffic flow during the event. In addition to the advertising campaign by SWDD staff, the Sheriff's Department will also promote the event through their radio connections and social media.

Based on SESS’s ability to provide the highest capacity at the lowest price and the availability of the Sheriff’s Department to facilitate traffic on US Highway 1, staff recommends utilizing SESS to host the fall and spring paper shredding events for FY 2017/18 at their local facility at 3910 US-1 in Vero Beach for a total of \$1,600.

**FUTURE PAPER SHREDDING EVENTS**

Based on the overwhelmingly positive response from the community and the successful diversion of recyclable paper from the landfill, SWDD staff would like to continue to offer two paper shredding events per fiscal year. Staff has received a verbal confirmation from SESS that they are interested in a long term agreement with the county to provide shredding services for two paper shredding events per fiscal year.

Since SESS operates directly out of their facility, they can offer the County a much less expensive rate than their out-of-county competitors who have to factor in the cost of travel. Additionally, the large capacity of SESS’s facility would more readily be able to accommodate a rise in material if resident participation continues to increase. Companies that utilize mobile shredding trucks are limited by the number of trucks available and the capacity of each truck. Hosting the events at SESS’s facility would also familiarize residents with a local shredding company that could be utilized throughout the year.

Based on the competitive rate offered by SESS, the benefits of using a locally based shredding facility and the positive relationship the county has built with SESS over the last year, staff would like to work with the County Attorney’s Office to determine the terms and duration of a long-term agreement.

**FUNDING:**

If the FY17/18 budget is approved as requested, funding for the Paper Shredding Event will be available in the SWDD account under Other Contractual Services in the Operating fund. Operating funds are derived from SWDD assessment and user fees.

Description	Account Number	Amount
Other Contractual Services	41125534-033490	\$1,600

**RECOMMENDATION:**

Staff recommends the SWDD Board authorize the sponsorship of two Residential Paper Shredding Events in Fiscal Year 2017/18 utilizing Southeast Secure Shredding for a total cost of \$1,600. Staff also recommends that the SWDD Board authorize staff to work with the County Attorney’s Office to pursue a multi-year agreement with Southeast Secure Shredding to host two paper shredding events per fiscal year.