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Council-In-Committee Meeting – April 14, 2026

Subject: Norfolk Shredding – Single Source Procurement
Report Number: CS-26-046
Division: Corporate Services
Department: Legislative Services
Ward: All Wards
Purpose: For Decision

Recommendation(s):

That Staff Report CS-26-046 Norfolk Shredding – Single Source Procurement be received as information; and

That Council permit a single source supply as outlined in Policy GP-028 Purchasing Policy, Section 5.9.4 with Norfolk Shredding for a two (2) year term, with three (3) one (1) year optional extensions, to continue to provide confidential shredding services

Executive Summary:

Purpose of the Report: The purpose of the report is to seek Council's approval of a single source for confidential shredding services at Norfolk County facilities.

Background and Context: The County's current shredding contract has been in place since 2024 with Norfolk Shredding. Request for Tender CAO-CB-23-01 Bulk Secure Shredding Services was developed and issued in accordance with the Norfolk County Purchasing Policy and Procedures. Norfolk Shredding was the recommended bidder proposed on the basis of having submitted the lowest compliant bid that met the minimum specifications as outlined in Norfolk County's Policy GP-28, Purchasing Policy Section 5.5.

Financial Implications:

The Adopted 2026 Levy Operating Budget includes a sufficient budget allocation for this work, as a result, no unbudgeted financial implications are anticipated to occur based on approval of this report.

Discussions:

Norfolk County procures external confidential shredding services to ensure the secure and compliant disposal of documents containing confidential and sensitive information. As this service is not available internally, the County retains a qualified private contractor to meet operational needs and legislative requirements related to information security.

Since being contracted, Norfolk Shredding has consistently provided reliable, high-quality shredding services. The contractor demonstrates strong operational efficiency, maintains consistent service standards, and is readily accessible for coordination and support.

Engaging a dependable and seamless contractor reduces the administrative and operational burden on County staff, including time associated with training, oversight, and safety considerations. Continuing to contract with Norfolk Shredding offers continuity, service reliability, and assurance in service quality, thereby supporting operational efficiency and the effective delivery of County programs and services.

Finance Comments:

The Adopted 2026 Levy Operating Budget includes a budget allocation of \$11,400 for confidential shredding services. The budget has been sufficient for the services under the current contract and is anticipated to continue to be sufficient under a new contract.

Interdepartmental Implications:

Purchasing Services

Purchasing staff have reviewed the report and advise that Norfolk County Policy GP-028 Section 5.9.4 requires all single source procurements to be authorized prior to the purchase through resolution of Council. Single source supply is defined where there is more than one vendor able to supply the goods or service but for reasons of function or service, one supplier is recommended for consideration, and the purchase will be made without a competitive bidding process.

General Comments

All County departments rely on confidential shredding services, either directly or indirectly, as part of their day-to-day operations. The secure and compliant disposal of confidential and sensitive documents is essential, and maintaining this service at the high standard currently being delivered is important to support ongoing operations and protect information across the organization.

Consultation(s):

Consultation was completed with Purchasing department.

Strategic Plan Linkage:

Empowering Norfolk - Putting the tools and resources in place to ensure our businesses' and residents' success

Attachment(s):

None.

Approval:

Approved By:
Al Meneses, Chief Administrative Officer

Reviewed By:
Heidy VanDyk, General Manager Corporate Services
Tracey Rodrigues, Deputy County Clerk

Prepared By:
Jim Donovan, Records and Legislative Coordinator