

**MEMORANDUM**  
**COUNTY OF PLACER**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: June 5, 2012

SUBJECT: Approve the Renewal of a Negotiated Blanket Purchase Order with Wilson Mini Storage for the Rental of Storage Units for Health and Human Services' Records in the Maximum Amount of \$65,472.00

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**ACTION REQUESTED**

Approve the renewal of a negotiated Blanket Purchase Order (BPO) with Wilson Mini Storage of Auburn for the rental of storage units for the Department of Health and Human Services (HHS), Human Services Division, and authorize the Purchasing Manager to sign the resulting BPO in the maximum amount of \$65,472.00.

**BACKGROUND**

HHS/Human Services requires records storage within walking distance of their DeWitt Center offices. The bulk of these records are case files for CalWORKs (welfare aid), Medi-Cal, and Food Stamps. Record retention requirements are dictated by these federal/state programs. Under these mandates, HHS/Human Services is required to store case files dating back to 1997.

The location of Wilson Mini Storage, across the street from the Finance-Administration Building, allows for efficient access to stored records. This agreement is exempt from competitive bidding pursuant to Purchasing Policy Manual Section 7.2, which allows the award of BPOs based on the vendor's geographic location in relation to the County's needs.

HHS Human Services currently rents twenty-two storage units. Wilson Mini Storage has agreed to renew the current rental agreement for another year at the same rate as last year.

**FISCAL IMPACT**

The new BPO, in the maximum amount of \$65,472.00, will be effective from July 1, 2012 through June 30, 2013. Health & Human Services' Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Brian Rupprecht – HHS-Human Services, Budget & Fiscal Manager

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**Placer County  
Health and Human Services Department**

**Administrative Services Division**

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Date: June 5, 2012  
To: Honorable Board of Supervisors  
From: Rebecca Mellott, Client Services Program Manager  
Subject: **Fiscal Impact Statement  
BPO for Storage Unit Rental  
Human Services Division  
For the period July 1, 2012 to June 30, 2013**

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The Department has budgeted appropriately for this \$65,472 Blanket Purchase Order (BPO). Funding is included in the Department's FY2012-13 Requested Budget. The 22 storage units rented under this BPO are for storage of case files and client records. Records retention requirements are prescribed by Federal and State regulations. Funding for this BPO includes \$62,200 from Federal and State sources and \$3,272 of required County General Fund match.

*Perspective, Hope, and Opportunity*