

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

TO: Honorable Board of Supervisors  
 FROM: Brett Wood, Purchasing Manager  
 DATE: October 23, 2012  
 SUBJECT: Renewal of Blanket Purchase Orders with Various Vendors for Janitorial Supplies

**ACTION REQUESTED**

1. Approve the annual renewal of competitively awarded Blanket Purchase Orders (BPOs) with JC Paper Co. of Fremont CA; Staples Advantage of Sacramento CA; Unipak Corporation of Brooklyn NY; and United Textile Inc. of San Leandro CA in the maximum aggregate amount and budgeted net county cost of \$368,000 for Janitorial Supplies, funded by Facility Services, Probation, and Sheriff FY 2012-13 budgets, for the period of October 23, 2012 through September 30, 2013, and authorize the Purchasing Manager to sign the resulting BPOs and transfer funds between BPOs as needed.

**BACKGROUND**

Facility Services, Probation, and Sheriff require annual BPOs for the as-needed purchase of janitorial supplies for their respective operations. On August 9, 2011, your Board approved the award of Bid No. 10097 to JC Paper Co., Staples Advantage, Unipak Corporation, United Textile Inc and Waxies Enterprises Inc. As the result, BPOs totaling \$411,000 were issued on behalf of the respective departments.

The departments have submitted requests to renew the BPOs with most of the vendors. The departments have recommended not renewing BPOs with one of the vendors who failed to meet their performance expectations over the past year. Section 15 of the General Terms and Conditions of Bid No. 10097 permits renewal of the BPOs at the County's option, contingent upon successful negotiations of pricing and terms. Section 1.3(o) of the Purchasing Policy Manual Section also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

**FISCAL IMPACT**

The BPOs resulting from this recommendation will be issued in the amounts shown below and will be effective October 23, 2012 through September 30, 2013. The departments' Fiscal Impact Statements are attached.

Vendor	Facility Services		Probation		Sheriff	
	Req. No.	Amount	Req. No.	Amount	Req. No.	Amount
JC Paper	RQ055316	\$127,000.00	RQ055636	\$ 12,000.00	RQ055537	\$ 75,000.00
Staples	RQ055369	\$ 40,000.00	RQ055635	\$ 5,000.00	RQ055540	\$ 25,000.00
Unipak	RQ055376	\$ 36,000.00	N/A	-0-	RQ055534	\$ 12,000.00
United Textile	RQ055377	\$ 36,000.00	N/A	-0-	N/A	-0-
		<u>\$239,000.00</u>		<u>\$17,000.00</u>		<u>\$112,000.00</u>

Attachments: Departments; Fiscal Impact Statements

cc: Janice Gage, Sheriff's Office Administrative Services Manager  
 Valerie Bayne, Facility Services Administrative Services Manager  
 Chris Artim, Probation Senior Administrative Services Officer

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## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Valerie Bayne, Administrative Services Manager  
DATE: October 23, 2012  
SUBJECT: **Fiscal Impact Statement**  
BPO for Recycled Janitorial Supplies

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In order to maintain facilities throughout the County the Department of Facility Services requires an annual blanket purchase order for a wide variety of janitorial supplies and custodial tools which include brooms, mops, cleaning supplies, carpet and floor cleaner, toilet paper, paper towels, and can liners.

The Department has budgeted for this cost in the Building Maintenance budget for FY12/13 therefore there will not be an additional net county cost for this request.

PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



EDWARDN.BONNER  
SHERIFF-CORONER-MARSHAL

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Sheriff Edward Bonner  
DATE: October 23, 2012  
SUBJECT: Fiscal Impact Statement  
Janitorial supplies for the period 10-01-12 – 09-30-13

Funds are included in the FY 2012-13 Sheriff's Office budget for these expenses resulting in Budgeted Net County Costs of \$112,000.

This BPO will be used by the Sheriff's Jail facility for the janitorial cleaning items needed. The \$112,000 request is based on history and projections of our current activity.

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Christopher Artim, Senior Administrative Services Officer  
DATE: October 23, 2012  
SUBJECT: **Fiscal Impact Statement**  
BPO's for Janitorial Products(RQ055636 and RQ055635); FY 2012/2013

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### **Fiscal Impact Statement Examples**

1. The department has sufficient funding

Correctional Food Services has budgeted appropriately for these BPO's and funding is available in the FY 2012/2013 department budget.

The BPO's would represent a total authorization for a maximum of \$17,000.00 in expenditures and will be used for janitorial products. The janitorial products purchased will help insure sanitary conditions are maintained for proper meal production and storage environments in compliance with appropriate State and local guidelines through Correctional Food Services.