

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager

Revision 1

DATE: June 27, 2006

SUBJECT: Approve Renewal of BP013042 and BP012859 with Wilson Mini Storage, for Thirty-Four Storage Units, in the Maximum Aggregate Amount of \$99,378.00

ACTION REQUESTED

Approve renewal of BP013042 for HHS/Human Services and BP012859 for HHS/Community Clinics with Wilson Mini Storage of Auburn, for thirty-four storage units, and authorize the Purchasing Manager to sign the resulting BPOs in the maximum aggregate amount of \$99,378.00.

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. When welfare reform was enacted in 1997, it came with the requirement that a person not receive more than 60 months of aid in a lifetime. HHS has requested to destroy some of these older records, but the state is holding firm that they all need to be retained back to the 1997 date.

The location of Wilson Mini Storage, across the street from the Finance and Accounting Building, allows for efficient access to stored records. As such, this agreement is exempt from competitive bidding pursuant to the Purchasing Policy Manual Section 7.2, geographic location.

FISCAL IMPACT

HHS is currently renting twenty-seven units at a total annual cost of \$76,584.00, and expects to add seven more units during the contract period. Maximum amounts of the new BPOs will be \$93,960.00 for Human Services and \$5,418.00 for the Community Clinics, for a maximum aggregate amount of \$99,378.00. Both BPOs resulting from this recommendation will be effective for the period of July 1, 2006 through June 30, 2007. The pricing for these storage units has remained unchanged since 1998 and HHS budgets appropriately for this ongoing expense. These records storage rental expenses are reimbursed by federal/state revenues whereas a purchased storage facility would not be eligible for reimbursement.

cc: Richard Burton – HHS/Admin, Bob Dunstan – HHS/Admin

