

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: April 17, 2007

SUBJECT: Approve the Renewal of Blanket Purchase Order Numbers 13554 & 13556 as a Result of Competitive Bid No. 9536 with J C Nelson and Unisource in the Maximum Amount of \$204,000.00

ACTION REQUESTED

Approve the renewal of blanket purchase orders (BPOs) with J C Nelson Supply Co. of Fairfield and Unisource Supply of Sacramento for janitorial supplies, and authorize the Purchasing Manager to sign the resulting BPOs, on behalf of Facility Services, in the maximum amount of \$204,000.00

BACKGROUND

On March 21, 2006 your Board approved the award of Competitive Bid No. 9536 to J C Nelson Supply and Unisource Supply for janitorial supplies. BPOs were issued to each vendor for Facility Services and the Sheriff's Department for the period 3/21/06 – 3/31/07. The departments have requested to renew these BPOs for another year.

J C Nelson Supply and Unisource Supply have agreed to the first one-year renewal with requested price increases ranging from 1% to 21% as a result of market increases on fuel and chemical commodities. Both vendors have provided documentation from their suppliers justifying their increases. Upon your Board's approval, this first renewal will be effective April 17, 2007 through March 31, 2008.

FISCAL IMPACT

The blanket purchase orders for Facility Services resulting from this recommendation will total \$204,000.00. The BPO for the Sheriff's Department, in the maximum amount of \$45,000, is within the Purchasing Manager's approval and does not require your approval. Facility Services budgets sufficiently for these expenditures on a year by year basis.

