

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: January 8, 2008

SUBJECT: Approve the Award of a County-wide Blanket Purchase Order Using a Competitively Bid Public Agency Agreement with Corporate Express for Office Supplies in the Maximum Amount of \$1,000,000.00

RECOMMENDATION

Approve the award of a county-wide blanket purchase order (BPO) to Corporate Express of Sacramento, CA in the maximum amount of \$1,000,000.00 in accordance with a competitively bid public agency agreement awarded by National Purchasing Partners and the League of Oregon Cities, and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

On December 5, 2006 your Board approved the award of county-wide BPO No. 14277 to Corporate Express for office supplies. The award was based on a competitively bid public agency cooperative agreement which was bid and awarded by National Purchasing Partners (NPP), in cooperation with the League of Oregon Cities. The decision to piggyback on this contract was made as the result of an extensive analysis of cooperative agreements which are served by large office supply firms who provide on-line ordering, next-day delivery, and have the ability to provide the level of service required by Placer County. The analysis revealed that the contract awarded to Corporate Express by NPP was the most cost-effective for Placer County's needs. BP014277 was issued for the period December 1, 2006 through December 31, 2007.

Since the award of BP014277, there have been no new cooperative agreements established that offer the same level of service and performance that the County requires. Therefore, the NPP contract with Corporate Express remains the most advantageous cooperative agreement available for Placer County's needs. Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of contracts awarded by another public agency, provided the contract was competitively bid and awarded, and that Placer County receives the same or better pricing and terms. The NPP contract with Corporate Express meets this definition.

FISCAL IMPACT

Based on the County's spending patterns for office supplies over the past BPO period, it is estimated that approximately \$1,000,000.00 will be required for the new BPO period of January 1, 2008 through December 31, 2008. Each department is responsible for budgeting properly for its own expenditures from this Countywide BPO.

cc: Clark L. Moots, Director of Administrative Services

