

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: May 12, 2009

SUBJECT: Approve the Renewal of Two Blanket Purchase Orders with J.C. Nelson and Two Blanket Purchase Orders with Unisource as a Result of Competitive Bid No. 9536 for Janitorial Supplies in the Maximum Aggregate Amount of \$286,000.00 and Authorize an Increase of \$4,001.00 to the Sheriff's Blanket Purchase Order No. 15659 with Unisource

ACTION REQUESTED

Approve the renewal of two Blanket Purchase Orders (BPO) with J.C. Nelson Supply Co. of Fairfield and two BPOs with Unisource Supply of Sacramento as a result of competitive Bid No. 9536 for Janitorial Supplies in the not to exceed (NTE) aggregate amount of \$286,000.00.

Approve an increase of \$4,001.00 to Sheriff's BP015659 with Unisource for a new NTE amount of \$54,000.00.

Authorize the Purchasing Manager to sign the resulting BPOs and to transfer funds between renewal blanket purchase orders within each department as needed.

BACKGROUND

On April 15, 2008 your Board approved the second renewal of Competitive Bid No. 9536 with J.C. Nelson Supply and Unisource Supply for janitorial supplies for the Facility Services Department. Under the Purchasing Manager's authority, BPOs were also awarded for the Sheriff's Department. The departments have requested to renew these BPOs for another year.

J.C. Nelson Supply and Unisource Supply have performed well and as a result of Procurement Services' negotiation, agreed to the third one-year renewal with minor price increases that are well below increases in the associated Producer Price Indexes. Upon your Board's approval, this third renewal will be effective May 1, 2009 through March 31, 2010. For Facility Services, renewal BPOs will be issued to J.C. Nelson NTE \$109,000.00 and to Unisource NTE \$95,000. For the Sheriff's Department, renewal BPOs will be issued to J.C. Nelson NTE \$25,000.00 and to Unisource NTE \$57,000.00.

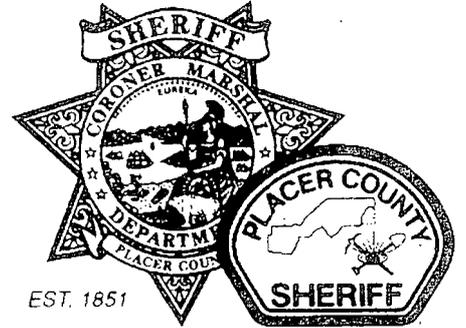
The Sheriff's Department also requested to increase to their current BP015659 with Unisource by \$4,001.00 to \$54,000.00. This exceeds the Purchasing Manager's signature authority and requires your Board's approval.

FISCAL IMPACT

The renewal blanket purchase orders resulting from this recommendation will total \$286,000.00. The departments have budgeted sufficiently for these expenditures. The departments' Fiscal Impact Statements are attached.

cc: Valerie Bayne, Administrative Services Manager, Facility Services
Barbara Besana, Administrative Services Manager, Sheriff's Department

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EDWARDN. BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: April 21, 2009
SUBJECT: Fiscal Impact Statement
JC Nelson and Unisource for janitorial supplies

Every attempt will be made for the expenses to be paid within the Sheriff's Department Fiscal Year 09/10 approved budget.

This BPO will be used by the Sheriff's Jail facility for all janitorial supply needs. The request for these BPOs is for \$82,000 based on history with a 5% increase and the need to replace approximately 37 obsolete towel dispensers.

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: James Durfee, Director
DATE: January 20, 2009
SUBJECT: **Fiscal Impact Statement**
BPO for Janitorial Supplies

The Department of Facility Services has budgeted appropriately for this expense in the Building Maintenance budget for FY08/09. Therefore, there is sufficient funding available for this BPO.

