

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: May 26, 2009
SUBJECT: Approve the Award of a County-wide Blanket Purchase Order Using a Competitively Bid Public Agency Agreement with Staples/Corporate Express for Office Supplies in the Maximum Amount of \$1,000,000 and Increase the Current BPO No. 15381 by \$85,000

RECOMMENDATION

Approve the award of a county-wide blanket purchase order (BPO) to Staples/Corporate Express of Sacramento, CA in the maximum amount of \$1,000,000 in accordance with a competitively bid public agency agreement awarded by National Purchasing Partners, and increase the current BPO No. 15381 by \$85,000, and authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

On January 8, 2008 your Board approved the award of county-wide BPO No. 15381 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. BPO No. 15381 was issued for the period January 1, 2008 through December 31, 2008 and was subsequently extended to April 30 2009.

Procurement has recently completed a new analysis of cooperative agreements for office supplies. The results of the analysis confirmed that Contract No. VH10378 awarded to Corporate Express (which recently merged with Staples) by NPP 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 Staples/Corporate Express meets this definition. The effective period of this cooperative contract is June 1, 2009 through May 30, 2010.

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 will be required for the new BPO period of June 1, 2009 through May 31, 2010. The current BPO No. 15381 will also need to be extended to May 31, 2009 and increased by approx. \$85,000 to assure there is no lapse between agreements. Each department is responsible for budgeting properly for its own expenditures from this Countywide BPO.

cc: Clark L. Moots, Director of Administrative Services

