

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 7, 2011

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Pre-Sort Center of Stockton Inc. for Secured Tax Bill Printing and Mailing Services in the Maximum Amount of \$69,500.00

ACTION REQUESTED

Approve the renewal of a competitively awarded Blanket Purchase Order (BPO) with Pre-Sort Center of Stockton Inc., for secured tax bill printing and mailing services for the Treasurer-Tax Collector, and authorize the Purchasing Manager to sign the resulting BPO in the maximum amount of \$69,500.00.

BACKGROUND

The Treasurer-Tax Collector requires a vendor to print and mail annual tax bills. BP017028 was awarded through a competitive price quote to Pre-Sort Center of Stockton, CA for the period of July 31, 2009 through June 30, 2010. The BPO was subsequently renewed for the period July 3, 2010 through June 30, 2011.

Pre-Sort Center has agreed to renew the BPO with price increases averaging 1.94%. Pre-Sort provided several letters from their paper suppliers to substantiate increases. The vendor's prices remain lower than the other bidders on the original quote. The Purchasing Policy Manual, Section 1.3(o) authorizes an exception to competition when renewing a contract from the previous contract period, based on satisfactory service and reasonable prices.

FISCAL IMPACT

The new BPO, in the maximum amount of \$69,500.00, will be effective from July 1, 2011 through June 30, 2012. The Treasurer-Tax Collectors' Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Jenine Windeshausen, Treasurer-Tax Collector

Memorandum
Office of Jenine Windeshausen
Treasurer-Tax Collector
County of Placer

To: The Honorable Board of Supervisors
From: Jenine Windeshausen, Treasurer-Tax Collector 
Date: March 24, 2011
Subject: **Fiscal Impact Statement**
Annual Secured Tax Bill Printing & Mailing Services: RQ053092, BPO, The Pre Sort Center

Sufficient funding has been budgeted in the amount of \$69,500 in the FY 2011/12 Treasurer-Tax Collector's budget.