

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *rw*
DATE: May 21, 2013
SUBJECT: Storage Units Rentals for Various Departments - Wilson Mini Storage

ACTION REQUESTED

1. Approve the renewal of a negotiated blanket purchase order with Wilson Mini Storage of Auburn for the rental of storage units for various departments, in the maximum aggregate amount of \$68,937, funded by the budgets of HHS-Human Services (\$56,544), HHS-Community Health (\$6,720), County Clerk- Recorder-Elections (\$3,528), and the Placer County Library (\$1,782) each with no new or additional net county cost, for a period of July 1, 2013 through June 31, 2014 and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

Various departments require records and supply storage within walking distance of their DeWitt Center offices. The bulk of the stored items are case files for CalWORKs (welfare aid), Medi-Cal, and Food Stamps, supplies for the Emergency Preparation Program and Clerk Recorder/Elections records and Supplies. Record retention requirements are dictated by these federal/state programs. Under these mandates, HHS/Human Services is required to store case files dating back ten years.

The location of Wilson Mini Storage, across the street from the Finance-Administration Building, allows for efficient access to stored items. This agreement is exempt from competitive bidding pursuant to Purchasing Policy Manual Section 7.2, which allows the award of Blanket Purchase Orders (BPOs) based on the vendor's geographic location in relation to the County's needs.

Wilson Mini Storage has agreed to renew the current rental agreement for another year at the same rate as last year.

FISCAL IMPACT

Upon your Board's approval, a single BPO will be awarded to Wilsons Mini Storage in the maximum aggregate amount of \$68,937. The BPO will be effective July 1, 2013 to June 30, 2014.

Attachment: HHS- Human Services Fiscal Impact Statements.
HHS- Community Health Fiscal Impact Statements
County Clerk-Recorder-Elections

cc: Brian Rupprecht, HHS-Human Services, Budget & Fiscal Manager
Mary George, Director of Library Services
County Clerk-Recorder-Elections, Gina Myren, Administrative Technician

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JIM MCCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
RYAN RONCO
ASSISTANT RECORDER-REGISTRAR



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AUBURN, CA 95603
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PLACER COUNTY CLERK-RECORDER-ELECTIONS

May 6, 2013

To: The Honorable Board of Supervisors

From: Gina Myren
Administrative Services Officer (woc)
Clerk Recorder Elections

Subject: Fiscal Impact Statement
BPO for rental of 3 units at Wilson Storage 7/1/13 – 6/30/14

The Clerk Recorder Elections office has budget appropriately for this BPO and funding is requested for the FY 2013-2014 department budget.



**Placer County
Health and Human Services Department**

Richard J. Burton, M.D., M.P.H.
Health Officer and Department Director

Rebecca Mellott
Fiscal Program Manager

To: Honorable Board of Supervisors

From: Brian Rupprecht
Budget and Fiscal Operations Manager
Human Services

Date: 4/17/13

Subject: Fiscal Impact Statement
This BPO is for the annual rental of 19 storage units for the period of 7/1/13-6/30/14.

The Human Services department has budgeted appropriately for this BPO and funding is requested for the FY 2013-2014 department budget.

Perspective, Hope, and Opportunity

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