

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: June 18, 2013
SUBJECT: Disposable Food Trays- Allen Packaging Company

ACTION REQUESTED

1. Approve the renewal of a Competitively Awarded Blanket Purchase Order with Allen Packaging Co. of Tustin, CA for the purchase of disposable food trays for Probation's Central Kitchen in the maximum amount of \$350,000, funded by the FY 2013/2014 proposed department budget with no additional net County cost, and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order.

BACKGROUND

Since 2006 our Central Kitchen have utilized disposable food trays and sealing film instead of the rigid plastic food trays which were a safety hazard, posing the potential of being broken and turned into weapons as well as a sanitary hazard allowing moisture to remain on the trays and enabling bacteria to grow.

On June 5, 2012 your Board approved the renewal of a Blanket Purchase Order (BPO) as a result of San Diego County's Competitively Awarded Contract with Allen Packaging Co. for disposable food trays and lidding film. The current Blanket Purchase Order expires June 30, 2013.

The Probation Department has submitted a request to renew their BPO with Allen Packaging for another year. San Diego County has confirmed Contract No. 537565-2 with Allen Packaging has been extended through April 30, 2014. The San Diego Contract includes rates for each stated contract period. The Vendor agreed to a one year renewal with no changes.

Purchasing Policy Manual Section 1.3(e) allows the use of another public agency's competitively awarded contract in lieu of bidding, if the same price and products are offered to Placer County.

FISCAL IMPACT

Upon your Board's approval, a Blanket Purchase Order will be awarded to Allen Packaging Co in the amount of \$350,000 for the period July 1, 2013 through April 30, 2014 to coincide with the San Diego County contract. The Department's fiscal impact statement is attached.

Attachment: Fiscal Impact Statement

cc: Chris Artim, Senior Administrative Services Officer, Probation
Renee Harvey, Food Services Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Reneé Harvey, Food Services Manager
DATE: 6/3/13
SUBJECT: **Fiscal Impact Statement**
BPO (RQ056698) for Food Trays; FY 2013-2014

Fiscal Impact Statement Examples

1. The department has sufficient funding

The Central Kitchen has budgeted appropriately for this BPO and funding is available in the proposed FY 2013-2014 department budget.

The BPO for \$350,000.00 will be used to supply meals to in custody inmates.