

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: October 8, 2013
SUBJECT: White Recycled Bond Paper – Stay Safe Supply Inc.

ACTION REQUESTED

1. Approve the award of a Blanket Purchase Order (BPO) using a State of California competitively awarded contract with Stay Safe Supply Inc, of Sacramento, CA for white recycled bond paper in the maximum amount of \$155,000, funded by the FY2013-14 Central Services Division Budget with no new net County cost, for the period October 8, 2013 through September 9, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Central Services Division of the Department of Administrative Services requires a BPO for the purchase of white recycled bond paper on an as-needed basis. This paper is used by Central Services for production copy orders submitted by County departments. Paper is also distributed to other County departments on an as-needed basis for on-site printing and copying needs. On October 9, 2012 your Board approved the award of a BPO to Stay Safe Supply using State of California Contract No. 1-09-75-41B. Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of other public agency contracts without further competitive bidding. As a result, a BPO was issued to Stay Safe for the period October 9, 2012 through September 8, 2013. The expiration date of the BPO coincided with the effective term of the State contract.

Central Services has been satisfied with the performance of the vendor and has submitted a request for a new BPO. The State recently extended the contract with Stay Safe through September 9, 2014.

FISCAL IMPACT

Upon your Board's approval of this recommendation, a BPO will be issued for the period October 8, 2013 through September 9, 2014 in the Department's requested amount of \$155,000.

Attachment: Fiscal Impact Statement

CC: Leslie Blagg, Central Services Manager
Melissa Nunnink, Administrative & Fiscal Operations Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager
DATE: October 8, 2013
SUBJECT: Approve a Blanket Purchase Order with Stay Safe Supply Inc. for white recycled bond paper in the amount of \$155,000.

The Administrative Services Department's Central Services Division has sufficient funding in the FY2013-2014 Budget to support the requested Blanket Purchase Order with no new Net County cost. Funds are not expended until services are rendered against the Blanket Purchase Order.