

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: October 22, 2013
SUBJECT: Janitorial Supplies – Various Vendors

ACTION REQUESTED

1. Approve the annual renewal of competitively awarded blanket purchase orders with JC Paper Company of Fremont, CA, Unipak Corporation of Brooklyn, NY, and United Textile Inc. of San Leandro, CA for janitorial supplies in the total aggregate amount of \$368,000, funded by Facility Services, Probation, and Sheriff's Office FY2013-14 budgets with no additional net County cost, and authorize the Purchasing Manager to sign the resulting blanket purchase orders and transfer funds between blanket purchase orders as needed.

BACKGROUND

Facility Services, Probation, and Sheriff require annual blanket purchase orders (BPOs) for the as-needed purchase of janitorial supplies to support maintenance of their respective operations. On October 23, 2012, your Board approved the annual renewal of BPOs as a result of competitive Bid No. 10097 to JC Paper Company, Staples Advantage, Unipak Corporation, and United Textile Inc. in the maximum aggregate amount of \$368,000. The resulting BPOs expire on October 31, 2013.

The departments have submitted requests to renew the BPOs with JC Paper Company, Unipak Corporation, and United Textile, Inc. The BPO with Staples will not be renewed due to insufficient usage to warrant a BPO. The General Terms and Conditions of Bid No. 10097 permit the renewal of the BPOs at the County's option, contingent upon successful negotiations of pricing and terms. Section 1.3(o) of the Purchasing Policy Manual Section also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

Therefore, your Board's approval is required to proceed with three new BPOs in the maximum aggregate amount of \$368,000 and to authorize the Purchasing Manager to sign the resulting BPOs.

FISCAL IMPACT

Upon your Board's approval, new BPOs will be awarded to JC Paper Company, UniPak Corporation, and United Textile, Inc. in the total aggregate amount of \$368,000 for the period of November 1, 2013 through September 30, 2014. The Fiscal Impact Statements for Facility Services and the Sheriff's Office are attached because their anticipated expenses exceed \$50,000. Probation's anticipated volume is below \$50,000 and is responsible for budgeting properly for its expenditures.

Attachments: Fiscal Impact Statements

cc: Judy LaPorte, Sheriff's Office Administrative Services Manager
Valerie Bayne, Facility Services Administrative Services Manager
Chris Artim, Probation Senior Administrative Services Officer

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE: October 22, 2013
SUBJECT: **Fiscal Impact Statement**
BPO for Recycled Janitorial Supplies

In order to maintain facilities throughout the County the Department of Facility Services requires an annual blanket purchase order for a wide variety of janitorial supplies and custodial tools which include brooms, mops, cleaning supplies, carpet and floor cleaner, toilet paper, paper towels, and can liners.

There are sufficient funds appropriated in the FY13/14 Building Maintenance budget with no additional net county cost.



EST. 1851

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SHERIFF
CORONER-MARSHAL

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EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Sheriff Edward Bonner

DATE: October 22, 2013

SUBJECT: Fiscal Impact Statement
BPO Renewal for Janitorial supplies for the period 11-1-13 - 09-30-14

Funds are included in the FY 2013-14 Sheriff's Office budget for these expenses.

This BPO will be used by the Sheriff's Jail facility for the janitorial cleaning needs for the FY 2013/2014 which is based on history and projections of our current activity.

