

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 17, 2014
SUBJECT: Storage Units Rental - Wilson Mini Storage

ACTION REQUESTED

1. Approve the renewal of a negotiated blanket purchase order with Wilson Mini Storage of Auburn for storage unit rentals on behalf of Health and Human Services, County Clerk-Recorder, and the Placer County Library in the maximum aggregate amount of \$64,100, funded by each department's annual budget with no new net County cost, for the period of July 1, 2014 through June 30, 2015 and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

Health and Human Services (HHS) – Human Services, HHS – Community Health, County Clerk-Recorder, and the Placer County Library 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 the 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 DeWitt Center's Finance Administration Building, allows for efficient access to stored items.

On May 21, 2013, your Board approved the renewal of a negotiated blanket purchase order (BPO) with Wilson Mini Storage. The resulting BPO expires on June 30, 2014. Wilson Mini Storage has agreed to renew the current rental agreement for another year at the same pricing and terms. This agreement is exempt from competitive bidding pursuant to Purchasing Policy Manual Section 7.2, which allows the award of this BPO based on the vendor's geographic location in relation to the County's needs.

Therefore, your Board's approval is required to proceed with a new BPO in the maximum aggregate amount of \$64,100 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a single BPO will be awarded to Wilsons Mini Storage in the maximum aggregate amount of \$64,100. The BPO will be effective July 1, 2014 to June 30, 2015. The departments have budgeted appropriately for these services in their annual budget.

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

