

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: October 7, 2014
SUBJECT: White Recycled Bond Paper – Midtown Stationers

ACTION REQUESTED

1. Approve the award of a blanket purchase order using a State of California competitively awarded contract with Midtown Stationers of Walnut Creek, CA for white recycled bond paper in the maximum amount of \$155,000.00, for the period of October 1, 2014 through September 30, 2015, funded by the Administrative Services FY2014-15 budget with no new net County cost, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Department of Administrative Services, Central Services Division requires an annual contract for white recycled bond paper to support County operations. 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 8, 2013, your Board approved the award of a blanket purchase order (BPO) with Stay Safe Supply of Sacramento using the State of California's Contract No.1-09-75-41B. The resulting BPO and State Contract expired on September 9, 2014.

On September 10, 2014, the State of California, Department of General Services awarded Contract No. 1-14-75-41D to Midtown Stationers as a result of a competitive solicitation for printing and writing recycled bond cut stock. The department has review the contract and indicates that it meets the County's paper requirements. Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of contracts awarded by another public agency, provided the contract was competitively bid and awarded, and that Placer County receives the same or better pricing and terms. The State of California's contract meets this requirement.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$155,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a BPO using the State Contract will be issued in the maximum amount of \$155,000.00 for the period of October 1, 2014 through September 30, 2015. The Administrative Services Department has advised that sufficient funding is available in the FY2014-15 budget and will be proposed in the FY2015-16 budget to support the requested BPO with a net County cost of \$155,000. Funds are not encumbered until services are rendered against the BPO.

Cc: Melissa Nunnink, Administrative and Fiscal Operations Manager
Leslie Blagg, Central Services Manager

