

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: August 4, 2015  
SUBJECT: White Recycled Bond Paper – Midtown Stationers

---

**ACTION REQUESTED**

1. Approve blanket purchase order renewal with Midtown Stationers of Walnut Creek, CA using a competitive bid from State of California for white recycled bond paper in the maximum amount of \$155,000, for the period of October 1, 2015 through September 30, 2016. Funding is provided by the Administrative Services FY 2015-16 Proposed Budget.
2. Approve option to renew the resulting blanket purchase order for one additional one-year term through September 9, 2017, to coincide with the expiration date of the State of California contract, provided the renewal does not exceed 10 percent of original award amount.

**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 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 contract is in effect through September 9, 2017.

On October 7, 2014, your Board approved the award of a blanket purchase order (BPO) with Midtown Stationers of Walnut Creek using the State of California's Contract No. 1-14-75-41D. The resulting BPO expires on September 30, 2015. The department indicates services have been good and the provisions of the existing BPO continue to meet 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.

**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, 2015 through September 30, 2016. The Administrative Services Department's Central Services Division is funded in the FY 2015-16 Proposed Budget to support the requested Blanket Purchase Order renewal with no new Net County cost. Funds are not expended until services are rendered against the Blanket Purchase Order.

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

