


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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: December 5, 2006

SUBJECT: Award of County-wide BPO to Corporate Express for Office Supplies in the Maximum Amount of \$800,000 and Increase to BP013005 by \$80,000

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**RECOMMENDATION**

Approve the award of a county-wide blanket purchase order to Corporate Express of Sacramento, CA in the maximum amount of \$800,000, approve an amendment of \$80,000 to BP013005 with Corporate Express through November 30, 2006, and authorize the Purchasing Manager to sign the resulting documents.

**BACKGROUND**

On July 12, 2005 the Board approved the award of a county-wide BPO No. 13005 to Corporate Express for office supplies. The BPO was issued to Corporate Express for the period July 15, 2005 through June 30, 2006. Subsequent to the award of the BPO to Corporate Express, additional cooperative agreements have been awarded that merit consideration. To allow sufficient time for such an analysis, your Board approved the extension of the BPO through November 30, 2006 and increased the total value to \$899,000.

Procurement has recently completed a pricing comparison of cooperative agreements awarded to five (5) of the largest office supply firms: Office Depot, Staples, Office Max, Corporate Express, and My Office Products. These firms all offer on-line ordering, next-day delivery, and have the ability to provide the level of service required by Placer County. Each firm was requested to provide pricing on the County's actual usage for the period July 12, 2005 through June 30, 2006. Information was also requested on discounts, rebates, or other economical incentives that are available under the contract they service. A summary of the pricing comparison is shown on Attachment A.

The most advantageous pricing was offered by Corporate Express under the League of Oregon Cities contract. The pricing offered under this contract is 4.89% less than the current agreement, which utilizes the San Diego County contract.

Section 1.3(e)(3) of the PPM 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 League of Oregon Cities contract meets these conditions.

Honorable Board of Supervisors  
December 5, 2006  
Re: County-wide BPO for Office Supplies  
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The current agreement with Corporate Express, BP013005, has been prematurely expended. It is estimated that an additional \$80,000 will be required to accommodate county-wide expenditures through the remainder of its term, November 30, 2006.

**FISCAL IMPACT**

The requested increase to BP013005 will bring the revised maximum total to \$979,000. Based on the County's spending patterns for office supplies over the past BPO period, it is estimated that approximately \$800,000 will be required for the new BPO period of December 1, 2006 through December 31, 2007.

*Attachment*

cc: Clark L. Moots, Director of Administrative Services

COST COMPARISON OFFICE SUPPLIES CONTRACTS			
Vendor/Contract	Subtotal (incl tax)	Less Discounts & Rebates (1)	Total
Corporate Express League of Oregon Cities	\$629,845.46	\$2,936.34	\$626,909.12
Office Depot US Communities	\$647,808.92	\$9,060.26	\$638,748.66
Corporate Express (alt bid) Ventura County	\$647,577.60	None	\$647,577.60
Staples National Joint Powers Alliance	\$701,569.29	\$26,165.75	\$675,403.53
Office Max Oakland County, Michigan	\$698,935.93	\$19,803.18	\$679,132.74
My Office Products State of Nevada	\$875,416.76	None	\$875,416.76

(1) These figures represent discounts, rebates, or other economic incentives that are available under the contract in addition to the discounted product pricing.

