


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

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager   
DATE: October 24, 2006  
SUBJECT: Approve the Renewal of a Blanket Purchase Order with Cenveo for Pre-Printed Envelopes in the Maximum Amount of \$65,000.00.

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**ACTION REQUESTED**

Approve the renewal of a blanket purchase order with Cenveo of Oakland for pre-printed envelopes in the maximum amount of \$65,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

On an as needed basis, Central Services Division orders and warehouses envelopes with various addressing information pre-printed on the envelopes for use by all County departments.

On October 19, 2004, your Board approved the award of Bid No, 9359 to Cenveo, which resulted in a BPO that was effective through September 30, 2005. The bid's terms and conditions allow for up to two renewals of the BPO if pricing, terms, and service remain favorable. Your Board approved the first renewal on September 13, 2005, effective through September 30, 2006, at the same price and terms as the first year. Procurement recently extended the effective date one month in order to fully evaluate Cenveo's current renewal offer. Cenveo has offered to renew the BPO for another year with a 5 percent price increase, and provided documentation showing that they have experienced a corresponding 5 percent increase in price from their material suppliers. For comparison, over the past year, the Producer Price Index for paper products has increased by 6.9 percent. Central Services indicates that service from Cenveo has been very good and requests your Board's approval for this second and final renewal of the BPO.

**FISCAL IMPACT**

The BPO resulting from this recommendation will total \$65,000.00 and will be effective from November 1, 2006 through September 30, 2007. Central Services has sufficiently budgeted for these expenditures.

cc: Leslie Blagg, Central Services  
Sandy Hammock, Administrative Services

