


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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: April 18, 2006

SUBJECT: Recommendation to Renew BP012746, Historic Record Preservation Services with Brown's River Bindery Co., Inc., in the maximum Amount of \$154,420.45

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**ACTION REQUESTED**

Approve renewal of BP012746, for Historic Record Preservation Services, to Brown's River Bindery Co., Inc., of Essex, VT, and authorize the Purchasing Manager to sign the resulting blanket purchase order in the maximum amount of \$154,420.45.

**BACKGROUND**

The Clerk Recorder's Office is charged with keeping certain vital records for the citizens of Placer County. Some of the records date back to the very beginning of the County, and are irreplaceable historic documents. On April 26, 2005, your Board approved award of Bid No. 9392, and approval of the resulting BP012746 to Brown's River Bindery Co., Inc. to provide preservation/conservation measures to the older documents. The bid established a one-year initial contract period with options to renew for up to two additional years on a year-to-year basis. The Clerk Recorder's Office requested renewal of BP012746 and Brown's River Bindery has agreed to this first one-year renewal period for the exact same pricing and terms.

**FISCAL IMPACT**

The resulting BPO, in the amount of \$154,420.45, will be effective from May 1, 2006 through April 30, 2007, with one renewal option remaining. The Clerk Recorder's Office is sufficiently budgeted for these expenses.

cc: Joan Gonzales, Clerk Recorders Office

