



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors
DATE: June 9, 2020

FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager

SUBJECT: Folder/Inserter – Quadient Inc.

ACTION REQUESTED

Approve a budget amendment to move existing expenditure authority by \$42,000 within Document Solutions Division’s FY 2019-20 Final Budget to allow for a fixed asset purchase.

Authorize the addition of one folder/inserter to the Master Fixed Asset List for FY 2019-20.

Approve the purchase of a Neopost DS-180i folder/inserter system, using the National Association of State Procurement Officials’ Contract No. ADSOP16_169901, with Quadient Inc. of Milford, CT in the not to exceed amount of \$42,000 and authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The County Executive Office, Document Solutions Division (division) provides high speed digital color and black and white printing and offset printing for forms, manuals, brochures, fliers, envelopes, and a wide range of printed matter. In addition to printing, all bindery services are provided to fold, staple, insert, bind and whatever is necessary to achieve a professional look.

As the division expands their services in order to meet the needs of the organization, it was determined that providing large scale mailing services in-house would reduce expenditures, decrease the production time and allow for additional quality control measures to be put in place. The Neopost DS-180i will allow Document Solutions to fold and insert complex, multi-piece mailings quickly and efficiently.

Quadient Inc. has a contract with the National Association of State Procurement Officials (NASPO), a cooperative purchasing program that is available for Placer County’s use. Procurement Policy Section 3.5(A) permits an exemption to the competitive bidding process for purchases made from other governmental agency agreements. The NASPO contract meets this criterion. This purchase supports the County’s critical success factor of prudent all-inclusive financial planning by seeking out a State contract that is financially more advantageous than expending staff time to process our own bid.

Your Board’s approval is requested to add one folder/inserter to the FY 2019-20 Master Fixed Asset list and approve the purchase of a Neopost DS-180i system in the not to exceed amount of \$42,000.

FISCAL IMPACT

Funding for this purchase is from the Document Solutions Division and is included in the FY 2019-20 Final Budget.

ATTACHMENTS

Master Fixed Asset List

ADDITION TO FY2019-20 MASTER FIXED ASSET LIST

<u>QTY</u>	<u>ITEM</u>	<u>TOTAL COST</u>
1 each	Folder/Inserter	\$42,000