

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: October 9, 2012  
SUBJECT: White Recycled Bond Paper – Stay Safe Supply Inc.

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**ACTION REQUESTED**

1. Approve the award of a blanket purchase order using a State of California competitively awarded contract with Stay Safe Supply Inc, of Sacramento, CA for white recycled bond paper, with a budgeted net County cost of \$155,000, funded by the Central Services Division Budget, for the period October 9, 2012 through September 8, 2013, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

The Central Services Division of the Department of Administrative Services requires a blanket purchase order (BPO) for the purchase of white recycled bond paper on an as-needed basis. On October 11, 2011 your Board approved the award of a BPO to Stay Safe Supply using State of California Contract No. 1-09-75-41B. Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of other public agency contracts without further competitive bidding. As a result, a BPO was issued to Stay Safe for the period September 10, 2011 through September 9, 2012. The expiration date of the BPO coincided with the term of the State contract.

Central Services has submitted a request for a new BPO. The State recently extended the contract with Stay Safe through September 8, 2013.

**FISCAL IMPACT**

Upon your Board's approval of this recommendation, a BPO will be issued for the period October 9, 2013 through September 8, 2013 in the Department's requested amount of \$155,000.

Attachment: Fiscal Impact Statement

CC: Leslie Blagg, Central Services Manager  
Melissa Nunnink, Administrative & Fiscal Operations Manager

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager (WOC)  
DATE: October 9, 2012  
SUBJECT: White Recycled Bond Paper – Stay Safe Supply Inc.

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The resulting Blanket Purchase Order (BPO) from this request will not exceed \$155,000 and funding to support the award a BPO, utilizing a State of California competitively awarded contract, with Stay Safe Supply Inc., of Sacramento, CA for white recycled bond paper is budgeted within the Administrative Services Department's Central Services Division FY2012/13 Budget (06380).