

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

TO: Honorable Board of Supervisors
FROM: David Seward, Purchasing Manager 
DATE: June 13, 2006
SUBJECT: Recommendation to Renew a Blanket Purchase Order with Print-N-Mail for Laser Imaging and Mailing Services in the not to exceed amount of \$60,000.00

ACTION REQUESTED

Approve the renewal of BPO 13011 with Print-N-Mail of Fort Smith, Arkansas, for the period July 1, 2006 through June 30, 2007; and authorize the Purchasing Manager to sign the resulting BPO in the not-to-exceed amount of \$60,000.00.

BACKGROUND

On June 9, 2005, your Board approved the award of a BPO to Print-N-Mail to provide the Placer County Child Support Services Department with laser imaging and mailing services. These services are required for the collection of past due child support payments owed to spouses and their children via the U.S. Mail when electronic transfer payments are not possible with clients.

Print-N-Mail was awarded a six-year agreement by San Luis Obispo County to provide these services on a volume discount basis on behalf of all the Child Support Services Departments belonging to a consortium of CA counties. This agreement is valid through June 30, 2007. Based on past attempts the County has made to establish its own agreement for these services, the Procurement Services Division and the Department of Child Support Services has determined that the consortium contract pricing is more cost effective for the County. Based on favorable pricing and satisfactory performance, Child Support Services has requested renewal of this BPO. Print-N-Mail is agreeable to a one-year renewal at the same pricing, but would like to reserve the right to request an increase should U.S. postal rates increase during the renewal period.

FISCAL IMPACT

Based on the anticipated needs for a one-year period, the Child Support Services Department has requested a blanket purchase order in the not-to-exceed amount of \$60,000.00. The Department has budgeted sufficiently for this operating expense.

cc: Pamela McManis, Director, Child Support Services
Christi Herdal, Program Manager

