

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: June 12, 2007

SUBJECT: Approve the Renewal of Negotiated Blanket Purchase Order No. 13893 with Wilson Mini Storage for Twenty-Four Storage Units in the Maximum Amount of \$94,284.00

ACTION REQUESTED

Approve the renewal of negotiated Blanket Purchase Order (BPO) No. 13893 with Wilson Mini Storage of Auburn, for twenty-four storage units for the Department of Health and Human Services (HHS), Human Services Division, and authorize the Purchasing Manager to sign the resulting BPO in the maximum amount of \$94,284.00.

BACKGROUND

HHS/Human Services requires records storage within walking distance of their DeWitt Center offices. The bulk of these records are case files for CalWORKs (welfare aid), Medi-Cal, and Food Stamps. Record retention requirements are dictated by these federal/state programs. When welfare reform was enacted in 1997, it came with the requirement that a person not receive more than 60 months of aid in a lifetime. HHS has requested to destroy some of these older records, but the state is holding firm that they all need to be retained back to the 1997 date.

The location of Wilson Mini Storage, across the street from the Finance and Accounting Building, allows for efficient access to stored records. As such, this negotiated agreement is exempt from competitive bidding pursuant to the Purchasing Policy Manual Section 7.2, geographic location. The pricing for these storage units has remained unchanged since 1998, and Wilson Mini Storage has agreed to renew rental of the twenty-four rental units for another year at the same price as the previous term.

FISCAL IMPACT

The new BPO, in the maximum amount of \$94,284.00, will be effective from July 1, 2007 through June 30, 2008. These records storage rental expenses are reimbursed by federal/state revenues whereas a purchased storage facility would not be eligible for reimbursement. HHS has budgeted sufficiently for this routine and necessary expenditure in their FY 2007/08 budget.

cc: Bob Dunstan – HHS/Admin

