

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: March 11, 2008

SUBJECT: Approve the Renewal of Blanket Purchase Order No. 14537 with Confidential Document Control as a Result of Competitive Bid No. 9534 for County Wide Document Shredding Services in the Maximum Amount of \$68,000.00

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**ACTION REQUESTED**

Approve the renewal of Blanket Purchase Order (BPO) No. 14537 with Confidential Document Control as a result of competitive Bid No. 9534 for county wide document shredding services in the maximum amount of \$68,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

BPO No. 14537 was awarded to Confidential Document Control as a renewal of BPO No. 13576 which resulted from competitive Bid No. 9534 for document shredding services to be used by all County departments. Based on historical usage, BPO No. 14537 was issued for the period of April 1, 2007 through March 31, 2008 in the maximum amount of \$43,000.00. On November 27, 2007, your Board Approved Change Order No. 1 to the BPO with Confidential Document Control for document shredding services, increasing the maximum amount to \$63,000.00.

Confidential Document Control has agreed to renew for another year at the exact same pricing and terms as the original BPO. In accordance with the Purchasing Policy Manual, Section 1.3 (o), County policy allows for the renewal of contracts if it is deemed to be in the best interest of the County, based on satisfactory service and if it makes good business sense.

**FISCAL IMPACT**

Based on current BPO expenditures, the Department of Administrative Services, Procurement Services Division, has projected the expenditures for the renewal BPO in the maximum amount of \$68,000.00 for a period of April 1, 2008 through March 31, 2009. This amount requires your Board's approval. Each department is responsible for budgeting for these expenses within their own appropriations.

cc: Clark Moots, Director, Administrative Services Department

