

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: May 13, 2008

SUBJECT: Approve the Award of Competitive Bid No. 9793 to IKON Office Solutions for a Three-Year Operating Lease of One Digital Production Color Copier in the Maximum Amount of \$90,000.00

---

**ACTION REQUESTED**

Approve the award of competitive Bid No. 9793 to IKON Office Solutions of Sacramento for a three-year operating lease of one digital production color copier in the maximum amount of \$90,000.00, and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order (BPO) and lease contract.

**BACKGROUND**

The Department of Administrative Services, Central Services Division's current five-year production copier-printer lease with Xerox Corporation expires on May 31, 2008. Central Services uses this machine for commercial color production for County departments, and charges the departments for these printing services.

The Procurement Services Division, on behalf of Central Services, solicited bids for a three year operating lease of a new digital production color copier. Forty-five vendors were notified by mail of Invitation for Bid (IFB) No. 9793 which was also posted on the County website. The IFB requested base pricing for 20,500 color copies per month, 4,500 black and white copies per month, and overage pricing for any additional volume. The County received responsive bids from IKON Office Solutions and Integrated Business Solutions (IBS), a registered Placer County local vendor.

IKON Office Solutions' price was lower than IBS's price adjusted for local vendor preference. The County will pay IKON Office Solutions \$0.1150 per color copy for the first 20,500 copies each month and \$0.010 for the first 4,500 black and white copies per month. Additional monthly print volume will be billed at \$0.055 per color copy and \$0.010 per black and white copy. This new pricing is approximately 18% percent less than the expiring contract price. Based on IKON's responsiveness to specifications coupled with lowest price, staff recommends approval to award the resulting BPO to IKON Office Solutions.

**FISCAL IMPACT**

The resulting three-year BPO with IKON Office Solutions will total \$90,000.00 for the period of June 1, 2008 through May 31, 2011. The Department of Administrative Services' Fiscal Impact Statement is attached.

Attachment: Administrative Services Department Fiscal Impact Statement

cc: Sandy Hammock, Senior Administrative Services Officer  
Leslie Blagg, Central Services Manager

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Clark L. Moots, Director of Administrative Services Department  
DATE: April 8, 2008  
SUBJECT: **Fiscal Impact Statement**  
BPO for Lease of IKON CPP650 Color Copier

---

The Administrative Services Department Central Services Division has budgeted appropriately for this BPO and funding is available in the FY2007-2008 department budget. The IKON CPP650 Color Copier lease is less expensive than our current lease and an estimated \$17,960 savings will be realized over the life of the contract. Since the Central Services Division is an Internal Service Fund, County departments are charged back for their services and these charges are anticipated any costs incurred from this BPO.

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

TO: Honorable Board of Supervisors  
FROM: Jim Boggan, Purchasing Manager *JB*  
DATE: May 13, 2008  
SUBJECT: Approve Change Order No. 1 to Blanket Purchase Order No. 15124 with Southwest Gas Corp. for Compressed Natural Gas as a Motor Fuel, Increasing the Maximum Amount by \$55,000.00 for a Revised Maximum Amount of \$170,000.00

---

**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 15124 with Southwest Gas Corp. of Carson City, NV for compressed natural gas (CNG) as a motor fuel and authorize the Purchasing Manager to sign the resulting change order increasing the maximum amount by \$55,000.00 for a revised maximum amount of \$170,000.00

**BACKGROUND**

On September 18, 2007, your Board approved the renewal of sole source BP014150 with Southwest Gas Corp. for the purchase of CNG as a motor fuel for the Department of Public Works (DPW) Transit Yard in Truckee. Based on historical usage, BP015124 was issued for the period of October 1, 2007 through September 30, 2008 in the maximum amount of \$115,000.00.

Due to higher than anticipated departmental demand and increasing price for CNG, the department is requesting Change Order No. 1 to provide sufficient funds for the remaining term of the BPO. The requested increase is \$55,000.00, for a revised maximum BPO amount of \$170,000.00.

**FISCAL IMPACT**

The requested change order will increase the total value of this BPO to \$170,000.00. DPW's Fiscal Impact Statement is attached.

Attachment: DPW Fiscal Impact Statement

cc: Chuck Gordon, DPW Fleet Services  
Dena Beyer, DPW Administration

# MEMORANDUM

DEPARTMENT OF PUBLIC WORKS  
County of Placer

TO: Honorable Board of Supervisors

FROM: Ken Grehm, Director

DATE: April 28, 2008

SUBJECT: **Fiscal Impact Statement**  
Blanket Purchase Order Increase, \$55,000, Southwest Gas, BPO 15142

---

Sufficient funding is budgeted in Fleet Services Fuel Reserves to cover the additional increase of \$55,000 in the FY 2007-08 and FY 2008-09 Fleet Services budgets.

BPO Southwest Gas Fiscal Stmt.doc