

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager
DATE: May 27, 2008
SUBJECT: Ratify the Cancellation of Competitive Bid No. 9807 for 1,680 Cases of Recycled Bond Copy Paper

ACTION REQUESTED

Ratify the cancellation of competitive Bid No. 9807 for 1,680 cases of white, recycled bond copy paper.

BACKGROUND

The Procurement Services Division, on behalf of Central Services, solicited competitive bids for the purchase of 1,680 cases of white, recycled bond copy paper. Thirty vendors were notified by mail of Invitation for Bid (IFB) No. 9807 which was also posted on the County website. Staff determined that the lowest bid was \$50,324.27, and that a lower price could be obtained by using a State of California, Department of General Services (DGS) contract in lieu of making a purchase from this bid. The resulting Purchase Order (PO) using the DGS contract will be in the total amount of \$43,297.25. This amount is within the Purchasing Manager's authority. In accordance with the Purchasing Policy Manual, Section 2.2 (e), your Board's ratification of the cancellation of competitive Bid No. 9807 is requested.

FISCAL IMPACT

The resulting PO using the DGS contract will total \$43,297.25. An additional \$1,110.68 for the purchase of one pallet (40 cases) to test the paper in County equipment, and \$819.84 in service fees, will be invoice separately for a total aggregate amount of \$45,227.77. Therefore, your Board's ratification will save the County \$5,096.50.

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

213

