

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 24, 2008

SUBJECT: Approve the Renewal of a Negotiated Blanket Purchase Order with Wilson Mini Storage for the Rental of Twenty-Four Storage Units in the Maximum Amount of \$94,284.00

ACTION REQUESTED

Approve the renewal of a negotiated Blanket Purchase Order (BPO) with Wilson Mini Storage of Auburn, for the rental of 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. Under these mandates, HHS/Human Services is required to store case files dating back to 1997.

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, 2008 through June 30, 2009. Health & Human Services' Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Bob Dunstan – HHS/Admin

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Brian Rupprecht
Budget and Fiscal Operations Manager
Human Services

DATE: 6/6/08

SUBJECT: Fiscal Impact Statement
BPO for storage for the period of 7/1/08 – 6/30/09

Over the years Wilson Mini Storage in Auburn has provided excellent service to the Human Services department for offsite storage. It is Human Services intent to continue to use Wilson Mini Storage as our primary offsite storage vendor. The cost/benefit of using this vendor and the easy of access to our items in storage makes Wilson Mini Storage a logical choice.

The department has budgeted appropriately for this BPO and funding is available in the FY2008-09 department budget.