

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

TO: Honorable Board of Supervisors  
FROM: Jim Boggan, Purchasing Manager *JB*  
DATE: October 21, 2008

SUBJECT: Ratify the Rejection of all Bid Responses to Competitive Bid No. 9841 for  
16,800 Reams of Recycled Bond Copy Paper

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**ACTION REQUESTED**

Ratify the rejection of all bid responses to competitive Bid No. 9841 for 16,800 reams of white, recycled bond copy paper.

**BACKGROUND**

The Procurement Services Division, on behalf of the Department of Administrative Services, Central Services Division, solicited competitive bids for the purchase of 16,800 reams of white, recycled bond copy paper including an option to purchase 400 reams of paper for testing in County equipment. Twenty-one vendors were notified by e-mail of Invitation for Bid (IFB) No. 9841, which was available on the County e-Bid system. Staff determined that the lowest bid price was \$53,280.51, 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 total cost using the DGS contract, including a 1.98% DGS administrative fee, will be \$47,517.12, which is within the Purchasing Manager's approval and signature authority. In accordance with Purchasing Policy Manual Section 2.2 (e), your Board's ratification of the rejection of all bid responses to competitive Bid No. 9841 is requested.

**FISCAL IMPACT**

The resulting PO for 16,800 reams of paper using the DGS contract will total \$46,594.55 plus an additional \$922.57 in DGS service fees, which will be invoiced separately. The total aggregate cost will be \$47,517.12. Therefore, your Board's ratification will save the County \$4,356.70.

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

