

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 23, 2009

SUBJECT: Approve the Renewal of a Negotiated Blanket Purchase Order with Wilson Mini Storage for the Rental of Storage Units in the Maximum Amount of \$94,000.00

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**ACTION REQUESTED**

Approve the renewal of a negotiated Blanket Purchase Order (BPO) with Wilson Mini Storage of Auburn, for the rental of 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 \$94,000.00.

**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 Administration 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. HHS Human Services currently has twenty-four units and intends to add an additional five units later this year. 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 and has agreed to add five additional units at the same rental fee as the existing units. Wilson's has also agreed to waive the rental charge for the thirteenth month if the County pays for twelve months paid in advance for all units.

**FISCAL IMPACT**

The new BPO, in the maximum amount of \$94,000.00, will be effective from July 1, 2009 through July 31, 2010. Health & Human Services' Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Brian Rupprecht – HHS-Human Services, Budget & Fiscal Manager

## **FISCAL IMPACT STATEMENT**

**To:** Honorable Board of Supervisors

**From:** Brian Rupprecht  
Budget and Fiscal Operations Manager  
Human Services

**Date:** 03/19/09

**Subject:** Fiscal Impact Statement  
BPO for annual rental of 24 storage units plus requesting an additional 5 units (may or may not be used) for the period of 07/01/09-6/30/2010.

The Human Services department has budgeted appropriately for this BPO and funding is available in the FY 2008-2009 department budget.