

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: November 3, 2009

SUBJECT: Ratify the Rejection of all Bids to Competitive Bid No. 9937 and Approve the Award of a Blanket Purchase Order Using a State of California Competitively Awarded Contract with Stay Safe Supply, Inc. for White Recycled Bond Paper in the Maximum Amount of \$145,223.00

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**ACTION REQUESTED**

Ratify the rejection of all bids to competitive Bid No. 9937 and approve the award of a Blanket Purchase Order (BPO) using the State of California's competitively awarded Contract No. 1-09-75-41B with Stay Safe Supply, Inc. of Sacramento for white recycled bond paper in the maximum amount of \$145,223.00, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

The Central Services Division of the Department of Administrative Services requires an annual contract for recycled, white bond paper. On January 13, 2009, your Board approved the award of a BPO for paper to Midtown Stationers of San Francisco using a State of California contract. Subsequent to that award, the State terminated their contract early. As a result, Procurement Services solicited competitive bids for an annual BPO for the purchase of white, recycled bond paper as needed. Shortly after close of the County's bid, the State awarded a new contract to Stay Safe Supply, the result of a competitive bid. Three bidders responded to the County's Invitation for Bid, which was available on the County e-Bid system. Staff determined that the lowest bid price was \$147,408.08, and that a lower price could be obtained by using the State of California contract with Stay Safe Supply in lieu of making a purchase from this bid. The maximum cost using the State contract, including sales tax and a 1.98% Department of General Services (DGS) administrative fee, will be \$145,223.00 (rounded to dollars). In accordance with Purchasing Policy Manual Section 2.2 (e), your Board's ratification of the rejection of all bid responses to Bid No. 9937 is requested.

**FISCAL IMPACT**

Upon your Board's approval, the resulting one-year BPO using the DGS contract will be in the maximum amount of \$145,223.00. Therefore, your Board's ratification and approval will save the County approximately \$2,185.00. Central Services' Fiscal Impact Statement is attached.

Attachments: A) Bid Evaluation  
B) Central Services' Fiscal Impact Statement  
C) State of California Contract No. 1-09-75-41B

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

*265*



**COUNTY OF PLACER, AUBURN, CA**

**BID EVALUATION & AWARD RECOMMENDATION**

**Bid No.** 9937  
**Title:** White Bond Paper  
**Due Date:** 9/25/09

**Buyer Name:** Bob Bigney  
**Phone:** 530-889-4255

**STATE CONTRACT**

Name of Firm City/State		RIS Paper Company, Inc. Pittsburgh, PA		Unisource Worldwide Los Angeles, CA		Xpedx Cincinnati, OH		Stay Safe Supply, Inc. Sacramento, CA		
Telephone Fax Number		800-563-5739 x229 330-896-6886		800-316-2117 x1356 866-506-7383		513-981-2777 513-981-2282		916-379-9991 916-379-9996		
FOB Lead Time		Destination, freight prepaid 7-21 days ARO		Destination, freight prepaid 3-5 days ARO		Destination, freight prepaid 3-5 days ARO		Destination, freight prepaid 14 days ARO		
LVP Certified? <sup>(1)</sup> Invoice Terms <sup>(2)</sup>		No Net 30		No Net 30		No 2% 30 days		Net 45		
Item No.	Item Description	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	8-1/2" x 11", 20# Bond Paper, White, 30%	50,400	2.773	139,759.20	2.735	137,844.00	2.757	138,952.80	2.614	131,745.60
(1) Local Vendor Preference is granted to those firms who file an LVP Affidavit with the County prior to the close of the bid.		Subtotal		139,759.20	Subtotal	137,844.00	Subtotal	138,952.80	Subtotal	131,745.60
		8.25% Sales Tax		11,530.13	8.25% Sales Tax	11,372.13	8.25% Sales Tax	11,463.61	8.25% Sales Tax	10,869.01
		Freight		0.00	Freight	0.00	Freight	0.00	1.98% DGS Fee	2,608.56
		Bid Total		151,289.33	Bid Total	149,216.13	Bid Total	150,416.41	Total	145,223.17
(2) Invoice Terms of less than 10 days were not considered in this evaluation.		LVP		0.00	LVP	0.00	LVP	0.00	Prompt Pay Disc	0.00
		Prompt Pay Disc		0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	3,008.33	Prompt Pay Disc	0.00
		<b>Ref. Price</b>		<b>\$151,289.33</b>	<b>Ref. Price</b>	<b>\$149,216.13</b>	<b>Ref. Price</b>	<b>\$147,408.08</b>	<b>Ref. Price</b>	<b>\$145,223.17</b>

Recommendation is to reject all bids and award a BPO to Stay Safe Supply using the State of California contract.

*Handwritten initials*

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Clark L. Moots, Director of Administrative Services Department  
DATE: November 3, 2009  
SUBJECT: **Fiscal Impact Statement**  
BPO for Stay Safe Supply, Inc., for Recycled White Bond Paper

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The Administrative Services Department Central Services Division has budgeted appropriately for this BPO and funding is available in the FY2009-2010 department budget. White bond paper can be a volatile commodity with cost increases driven by paper availability at the paper mills and transportation costs; thus, this BPO is designed to lock in a price for a year's worth of paper purchases. 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.

267



Department of General Services  
Procurement Division  
707 Third Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605-2811

State of California  
**CONTRACT NOTIFICATION**  
\*\*\*\*MANDATORY\*\*\*\*

CONTRACT NUMBER:	1-09-75-41B
DESCRIPTION:	Paper, Printing and Writing (Groups 2, 3 & 4)
CONTRACTOR(S):	Stay Safe Supply, Inc.
CONTRACT TERM:	09/10/2009 through 09/09/2011
STATE CONTRACT ADMINISTRATOR:	Christina Nunez (916) 375-4482 <a href="mailto:Christina.nunez@dgs.ca.gov">Christina.nunez@dgs.ca.gov</a>

Original Signed

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**Christina Nunez, Contract Administrator**

Date: \_\_\_\_\_

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268