

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

**TO:** Honorable Board of Supervisors  
**FROM:** Jim Boggan, Purchasing Manager *JB*  
**DATE:** June 8, 2010  
**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 \$77,760.00

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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 \$77,760.00.

**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 rents twenty-four of these units. 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. Wilson's has also agreed to waive the rental charge for the thirteenth month if the County pays in advance for twelve months for all units.

**FISCAL IMPACT**

The new BPO, in the maximum amount of \$77,760.00, will be effective from August 1, 2010 through August 31, 2011. 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:** 4/20/10

**Subject:** Fiscal Impact Statement  
BPO for annual rental of 24 storage units for the period of 8/1/10-8/31/11.

The Human Services department has budgeted appropriately for this BPO and funding is available in the FY2010-2011 department budget.