

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: September 14, 2010
SUBJECT: 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 \$143,000.00

ACTION REQUESTED

Approve the award of a Blanket Purchase Order (BPO) using a State of California competitively awarded contract with Stay Safe Supply of Sacramento, CA for White Recycled Bond Paper in the maximum amount of \$143,000.00, 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 white recycled bond paper. On November 3, 2009, your Board approved the award of Blanket Purchase Order 17269 for paper to Stay Safe Supply of Sacramento using the State of California's Contract No.1-09-75-41B.

Central Services has submitted a request to renew BP017269. Central Services indicates that service has been good and the provisions of the existing agreement still represent their current needs. The State Contract with Stay Safe Supply contains firm pricing and is effective through September 9, 2011. Section 1.3 (e) (3) of the Purchasing Policy Manual permits contracting with a vendor that was awarded an agreement by another public agency as the result of a competitive bidding process.

FISCAL IMPACT

Upon your Board's approval, the resulting one-year BPO using the State Contract will be in the maximum amount of \$143,000.00. The resulting BPO will be effective for the period of November 9, 2010 through September 9, 2011. Central Services' Fiscal Impact Statement is attached.

Attachments:

A. Central Services' Fiscal Impact Statement

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

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Clark L. Moots, Director of Administrative Services Department
DATE: August 17, 2010
SUBJECT: **Fiscal Impact Statement**
Renewal of BPO 17269 for Stay Safe Supply, Inc., for Recycled White Bond Paper

The Administrative Services Department Central Services Division has budgeted appropriately for this BPO and funding is available in the FY2010-2011 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. This contract also piggy-backs on a State of California contract for white bond paper.

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.