

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 7, 2011

SUBJECT: Approve the Renewal of a Negotiated Blanket Purchase Order with Wilson Mini Storage for the Rental of Storage Units For Health and Human Services' Records in the Maximum Amount of \$83,328.00

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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 \$83,328.00.

**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. This agreement is exempt from competitive bidding pursuant to Purchasing Policy Manual Section 7.2, which allows the award of BPOs based on the vendor's geographic location in relation to the County's needs.

HHS Human Services currently rents twenty-five storage units and may add more units as their needs increase throughout the year. Wilson Mini Storage has agreed to renew the current rental agreement for another year at a slightly reduced rate.

**FISCAL IMPACT**

The new BPO, in the maximum amount of \$83,328.00, will be effective from July 1, 2011 through June 30, 2012. 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: 4/21/11

Subject: Fiscal Impact Statement  
BPO for annual rental of 25 storage units plus requesting an additional 3 units (may or may not be used) for the period of 7/1/11-6/30/12.

The Human Services department has budgeted appropriately for this BPO and funding is available in the FY 2011-2012 department budget.