

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 21, 2011

SUBJECT: Approve the Award of a Blanket Purchase Order Based on a San Diego County Competitively Awarded Contract with Allen Packaging Company for Disposable Food Trays for Probation's Central Kitchen in the Maximum Amount of \$300,000.00

ACTION REQUESTED

Approve the award of a Blanket Purchase Order (BPO) based on a San Diego County competitively awarded contract with Allen Packaging Co. of Tustin, CA for the purchase of disposable food trays for Probation's Central Kitchen in the maximum amount of \$300,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

On April 18, 2006 your Board approved the use of a San Diego County Contract for disposable food trays and lidding film from Allen Packaging. The resulting BPO was subsequently renewed for four additional one year terms.

The Probation Department has submitted a request to purchase food trays for another year. San Diego County recently awarded a new competitive bid to Allen Packaging for the required food trays effective May 25, 2011 through April 30, 2012. Allen Packaging has agreed to extend the San Diego County contract's volume discount pricing to Placer County. An invitation for bids by Placer County would be unlikely to obtain equal or better discounts.

In accordance with Purchasing Policy Manual Section 1.3(e), use of another public agency's competitively awarded contract is allowed in lieu of bidding if the same price and products are offered to Placer County.

FISCAL IMPACT

The Probation Department has requested a BPO in the maximum amount of \$300,000.00. Upon your Board's approval, the resulting blanket purchase order will be effective for the period July 1, 2011 through April 30, 2012 to coincide with the San Diego County contract. The Department's fiscal impact statement is attached.

Attachment: Fiscal Impact Statement

cc: Chris Artim, Senior Administrative Services Officer, Probation
Renee Harvey, Food Services Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Christopher Artim, Senior Administrative Services Officer
DATE: 05/16/11
SUBJECT: **Fiscal Impact Statement**
BPO (RQ053205) for Meal Trays; FY 2011/12

Fiscal Impact Statement Examples

1. The department has sufficient funding

Correctional Food Services has budgeted appropriately for this BPO and funding is available in the FY 2011-12 department budget.

The BPO for \$300,000.00 will be used to provide meal tray containers for custodial meals.