

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: August 26, 2014  
SUBJECT: Disposable Food Trays – Allen Packaging

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**ACTION REQUESTED**

1. Approve the award of a countywide blanket purchase order, using a San Diego County competitively bid public agency agreement, to Allen Packaging Company of Tustin CA for disposable food trays in the maximum amount of \$400,000, for the period of September 1, 2014 through July 31, 2015;
2. Approve the option to renew the resulting blanket purchase order for three additional one-year periods provided that each renewal amount does not exceed 10 percent of the recommended BPO amount of \$400,000; and
3. Authorize the Purchasing Manager to sign the related blanket purchase order.

**BACKGROUND**

Since 2006, Correctional Food Service has utilized disposable food trays and sealing film in lieu of the rigid plastic food trays due to safety and health hazards. On June 18, 2013, your Board approved the renewal of a blanket purchase order (BPO) as a result of San Diego County's competitively awarded contract with Allen Packaging Co. for disposable food trays and lidding film. The resulting BPO was subsequently extended through August 31, 2014.

Procurement Services has determined that it is in the County's best interest to renew with Allen Packaging using the San Diego County's competitively solicited bid to avoid the interruption of County business. The San Diego County Agreement No. RFB6468 meets the County's requirements for disposable food trays. The vendor has agreed to extend San Diego's volume discounts for the three compartment trays required for our County's Inmate Meal Services. San Diego County's agreement is effective through July 31, 2018.

Section 1.3(e)(3) of the Purchasing Policy Manual permits the use of contracts awarded by another public agency, provided the contract was competitively bid and awarded, and that Placer County receives the same or better pricing and terms. The San Diego County's agreement meets this criterion.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$400,000 and to authorize the Purchasing Manager to sign the resulting BPO.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Allen Packaging Company in the maximum amount of \$400,000 for the period September 1, 2014 through July 31, 2015. Probation's Correctional Food Service Office has sufficient funding in the proposed FY2014-15 budget to support this requested BPO.

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

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