MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: July 7, 2015

SUBJECT: Storage Units Rental - Wilson Mini Storage

ACTION REQUESTED

1. Approve a blanket purchase order renewal with Wilson Mini Storage of Auburn for storage unit rentals in the maximum aggregate amount of $70,000, for the period of July 1, 2015 through June 30, 2016. Funding is provided by Health and Human Services, County Clerk-Recorder, and the Placer County Library.
2. Approve the option to renew resulting blanket purchase order on a year-to-year basis for two additional one-year terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount.

BACKGROUND

Health and Human Services (HHS) – Human Services, HHS – Community Health, County Clerk-Recorder, and the Placer County Library require records and supply storage within walking distance of their DeWitt Center offices. The bulk of the stored items are case files for CalWORKs (welfare aid), Medi-Cal, and Food Stamps, supplies for the Emergency Preparation Program, and Clerk Recorder/Elections records and supplies. Record retention requirements are dictated by these federal/state programs. Under the mandates, HHS – Human Services is required to store case files dating back ten years. The location of Wilson Mini Storage, across the street from the DeWitt Center's Finance Administration Building, allows for efficient access to stored items.

On June 17, 2014, your Board approved the renewal of a negotiated blanket purchase order (BPO) with Wilson Mini Storage. The resulting BPO expired on June 30, 2015. Wilson Mini Storage has agreed to renew the current rental agreement for another year at the same pricing and terms. This agreement is exempt from competitive bidding pursuant to Purchasing Policy Manual Section 7.2, which allows the award of this BPO based on the vendor's geographic location in relation to the County's needs.

Therefore, your Board's approval is required to proceed with a new BPO in the maximum aggregate amount of $70,000.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to Wilsons Mini Storage in the maximum aggregate amount of $70,000 for the period of July 1, 2015 to June 30, 2016. Funding is available in the FY 2015-16 Proposed Budgets for the Placer County Library, Health and Human Services Department and the County Clerk-Recorder Elections Department. Funds are not encumbered until services are rendered against the BPO.

cc: Mary George, Director of Library Services
Brian Rupprecht, HHS-Human Services, Budget & Fiscal Operations Manager
Gina Myren, County Clerk-Recorder-Elections, Administrative Services Officer