

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: July 21, 2015  
SUBJECT: Janitorial Supplies – Sac-Val Janitorial Supply

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**ACTION REQUESTED**

1. Approve Blanket Purchase Order renewal with Sac-Val Janitorial Supply for Janitorial Supplies, in the amount of \$225,000 for the period of July 21, 2015 through July 31, 2016. Funding is provided by Facility Services, Probation Department and the Sheriff's Office in the FY 2015-16 Proposed Budget.

**BACKGROUND**

Facility Services, Sheriff's Office, and Probation's Central Kitchen require blanket purchase orders (BPOs) for the purchase of janitorial supplies on an as-needed basis. On September 23, 2014, your Board approved the award of a Blanket Purchase Order using a County of Santa Clara competitively bid public agency agreement to SAC-VAL Janitorial Supply of Sacramento, CA for janitorial supplies. The resulting BPOs expired on June 30, 2015.

On July 20, 2015, the County of Santa Clara extended competitive bid solicitation number IFB-PRO-FY11-0057 agreement No. 5500002068 to SAC-VAL Janitorial Supply for green seal and traditional janitorial cleaning supplies and equipment. The agreement is effective through July 31, 2016 and the vendor has allowed Placer County to use this contract without any additional cost to the agency. 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. Santa Clara County's agreement meets this requirement.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$225,000.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to SAC-VAL Janitorial Supply in the maximum amount of \$225,000 for the period July 21, 2015 through July 31, 2016. The cost of Janitorial Supplies is \$225,000 and is budgeted in the FY 2015-16 Proposed Budget in Facility Services, Probation Department and Sheriff's Office. Funds are not encumbered until services are provided.

cc: Chris Artim, Senior Administrative Services Officer, Probation  
Valerie Bayne, Administrative Services Manager, Facility Services  
Dennis Hughes, Assistant Superintendent, Facility Services  
Virginia Valenzuela, Sheriff's Office Senior Administrative Services Officer, Sheriff's Office

