

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager

DATE: January 13, 2009

SUBJECT: Approve the Award of a Blanket Purchase Order as a Result of a State of California Competitive Contract to Midtown Stationers for Recycled White Bond Paper in the Maximum Amount of \$165,000

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**ACTION REQUESTED**

Approve the award of a Blanket Purchase Order (BPO) as a result of a State of California Department of General Services (DGS) competitive contract to Midtown Stationers of San Francisco, CA for recycled white bond paper in the maximum amount of \$165,000 and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

The Central Services Division has submitted a request for a BPO for recycled white bond paper. On March 24, 2008, the DGS awarded competitively bid Contract No. 1S-08-75-41 for printing and writing paper to Midtown Stationers of San Francisco. Two previous Placer County bid solicitations for bond paper were not awarded, as it was determined the DGS contract, even with a 1.98% DGS administrative fee, was more cost-effective.

In accordance with the Purchasing Policy Manual Section 1.3 (e)(3), County policy permits contracting with a vendor that was awarded an agreement by another public agency as the result of a competitive process. Procurement Services concludes that it is unlikely that a bid solicitation at this time would result in pricing below the County's total cost of utilizing the DGS contract.

Upon your Board's approval, the resulting BPO will be effective for the period of January 13, 2009 through December 31, 2009.

**FISCAL IMPACT**

The BPO resulting from this recommendation will total \$165,000. Central Services' Fiscal Impact Statement is attached.

cc: Sandy Hammock, Senior Administrative Services Officer  
Leslie Blagg, Central Services Manager

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## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services Department

DATE: January 13, 2009

SUBJECT: **Fiscal Impact Statement**  
BPO for Midtown Stationers for Recycled White Bond Paper

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The Administrative Services Department Central Services Division has budgeted appropriately for this BPO and funding is available in the FY2008-2009 department budget. Since the Central Services Division is an Internal Service Fund, County departments are charged back for their services and these charges are anticipated costs incurred from this BPO.