

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
August 29, 2006**

AGENDA TITLE: Award Bid #07-600-009 – Mailing System & Desktop Folder
Human Services/Social Services Division

DEPARTMENT: Chief Administrative Office

DEPT SIGNOFF:

CAO USE ONLY:

CONTACT: Adam Angelo, Buyer I *ADAM ANGELO*

DATE: 8/23/06

PHONE: x5834

[Signature]
8/23/06

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:

Chief Administrative Office, Procurement and Contracts Division, recommending your Board: (1) Award Bid #07-600-009 for the purchase of one (1) mailing system and one (1) desktop folder to the low qualified bidder, Neopost Inc. of Sacramento, CA; and (2) Authorize the Purchasing Agent to issue a purchase order in the amount of \$10,879.00, including sales tax.

CAO RECOMMENDATIONS:

Recommend approval. Laura A. Hill 8/23/06

Financial impact? Yes () No

Funding Source: Gen Fund Other

BUDGET SUMMARY:

Other: *FED, STATE, COUNTY*

Total Est. Cost	\$10,879.00
Funding	
Budgeted	\$10,879.00
New Funding	_____
Savings	_____
Other	_____
Total Funding	\$10,879.00
Change in Net County Cost	

CAO Office Use Only:

- 4/5's Vote Required () Yes (No)
- Change in Policy () Yes (No)
- New Personnel () Yes (No)

CONCURRENCES:

- Risk Management _____
- County Counsel _____
- Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or

Ayes:

Noes:

Abstentions:

Absent:

I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors

Date: _____

Attest: Cindy Keck, Board of Supervisors Clerk

By: _____

***El Dorado County
Chief Administrative Office
Procurement and Contracts Division
Interoffice Memorandum***

DATE: August 23, 2006

TO: Board of Supervisors

FROM: Bonnie H. Rich *BHR*
Manager of Procurement and Contracts

SUBJECT: Award Bid #07-600-009 – Mailing System & Desktop Folder
Human Services/Social Services Division

Recommendation: Chief Administrative Office, Procurement and Contracts Division, recommending your Board: (1) Award Bid #07-600-009 for the purchase of one (1) mailing system and one (1) desktop folder to the low qualified bidder, Neopost Inc. of Sacramento, CA; and (2) Authorize the Purchasing Agent to issue a purchase order in the amount of \$10,879.00, including sales tax.

Reason for Recommendation: At the request of Human Services, the Procurement and Contracts Division issued an Invitation to Bid for the purchase of one (1) mailing system and one (1) desktop folder.

The new mailing system and desktop folder will replace the existing mailing system and desktop folder that processes over 50,000 pieces of mail per year. The current mailing system has become unreliable due the age and poor condition of the equipment. The department has experienced frequent costly breakdowns impacting the department's ability to post volumes of daily mail.

Eighty-six (86) Invitations to Bid were mailed; eleven (11) to local vendors. Two (2) qualified responses were received; none from local vendors. Attached is a spreadsheet for your review.

Fiscal Impact: The Department of Human Services had budgeted funds in FY 2005/06 to replace an existing mailing system. The bid was not completed in time to procure the equipment in the 2005/06 fiscal year. The Department has identified additional funding, in the amount of \$10,879.00, in fiscal year 2006/07. Funding sources are Federal, State and County.

Action to be Taken Following Approval: Following Board approval, Procurement and Contracts will issue a purchase order to Neopost Inc. of Sacramento, CA in the amount of \$10,879.00, including sales tax.

Cc: Lynda Webb, Human Services

Bid #07-600-009 - Mailing System & Desktop Folder
 Evaluation*

	Neopost, Inc. Sacramento, CA	Pitney Bowes Sacramento, CA
Description	Bid Price	Bid Price
Mailing System	\$ 5,513.28	\$ 5,250.00
Desktop Folder	\$ 4,606.65	\$ 7,504.00
1st Year Maintenance	\$ -	\$ 64.00
Subtotal	\$ 10,119.93	\$ 12,818.00
Less 5% LVP		
Less Terms Disc.		
Evaluation	\$ 10,119.93	\$ 12,818.00

*Evaluation is exclusive of sales tax.