



# County of El Dorado

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## Legislation Text

File #: 14-1482, Version: 1

Chief Administrative Office, Procurement and Contracts, recommending the Board consider the following:

- 1) Authorize the Purchasing Agent to increase three (3) Blanket Purchase Orders by a total \$18,000.00 for the purchase of Janitorial Supplies to the low qualified bidders: Sac-Val Janitorial of Sacramento, California (BP20140596), to Hillyard of Northern California (BP20140597) and to JC Paper of Sacramento, California (BP20140613) for an aggregate award total of \$117,700.00; and
- 2) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

**FUNDING:** General Fund.

<b>BUDGET SUMMARY:</b>	
Total Estimated Cost.....	18,000.00
Funding.....	
Budgeted.....	18,000.00
New Funding.....	
Savings.....	
Other.....	
Total Funding Available.....	18,000.00
Change To Net County Cost.....	0.00

**Fiscal Impact/Change to Net County Cost**

Procurement and Contracts has been advised that funding is available within the Chief Administrative Office, Central Stores Division budget. General Fund.

**Reason For Recommendation**

At the request of the Central Stores, the Procurement and Contracts Division issued an Invitation to Bid for the purchase of Janitorial Supplies: Chemicals, Utensils, Paper Products, Floor Care Products and Trash Liners for use by all County Departments. Bid #14-485-035 was awarded to the three low qualified bidders; Sac-Val Janitorial of Sacramento, CA.; Hillyard of Northern California; and JC Paper of Sacramento, CA; by the Purchasing Agent on February 10, 2014. Three blanket purchase orders were issued with a total award amount of \$99,700.00 00 to; Sac-Val Janitorial (BP20140596) in the amount of \$32,000.00, to Hillyard (BP20140597) in the amount of \$2,700.00 and to JC Paper (BP20140613) in the amount of \$65,000.00. The amounts were based on the annual purchases from the previous year. This year, Central Stores has experienced an increased need for Janitorial Supplies from all Departments. The Purchasing Agent's authority is limited to \$100,000.00 by County Ordinance,so increasing the BP's requires Board of Supervisors approval.

Following Board approval, the Procurement and Contracts Division will increase the three blanket purchase orders by a total of \$18,000.00, as follows: Sac-Val Janitorial (BP20140596) in the amount of \$5,000.00, to Hillyard (BP20140597) in the amount of \$1,000.00 and to JC Paper (BP20140613) in the amount of \$12,000.00.

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