



County of El Dorado

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Legislation Text

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

- 1) Authorize the Purchasing Agent to extend bid #09-615-076 with Office Depot and LD Products for office supplies and toner cartridges for up to one additional year; and
- 2) Authorize the Purchasing Agent to increase existing blanket purchase orders to Office Depot and LD Products on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

FUNDING: General Fund and non-General Fund

BUDGET SUMMARY:		
Total Estimated Cost		\$250,000
Funding		
Budgeted	\$250,000	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$250,000	
Change To Net County Cost		\$0

FISCAL IMPACT/CHANGE TO NET COUNTY COST: Funding for the purchase of office supplies and toner is included in each department's budget.

REASON FOR RECOMMENDATION: On May 19, 2009, the Board awarded bid #09-615-076 to Office Depot for office supplies and new toner, and to LD Products for remanufactured toner. Blanket purchase orders were issued to each vendor for the initial term of July 1, 2009 through June 30, 2010. To date, approximately \$220,000 has been spent with Office Depot, and approximately \$10,000 has been spent with LD Products. In the fall of 2009, Office Depot changed their online ordering and inventory system. This has created challenges for ensuring compliance with contract discount terms due to constraints of the new website and the inventory systems linked to it. The Procurement and Contracts Division has been working with the vendor to revise processes in order to accommodate system limitations. These changes were implemented early this calendar year; however staff has not had sufficient time to evaluate the new processes and determine whether a full year extension of the contract would be beneficial to the County. The Purchasing Agent requests authority to make the determination of whether to extend the contracts for a limited term while a new bid solicitation is prepared and issued, or to extend the contracts through the end of the FY 2010-11 fiscal year, whichever is more beneficial to the County.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Staff will evaluate options, and the Purchasing Agent will report the final determination to the Board.

Contact:

Concurrences: