



## Legislation Text

**File #:** 11-0451, **Version:** 2

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

- 1) Award Request for Proposal (RFP) 11-615-069 for the purchase of Office supplies, Paper, and OEM toner to Sierra Office Supply and Printing of Sacramento, California;
- 2) Authorize the Purchasing Agent to issue a blanket purchase order in the amount of \$1,200,000 for a three (3) year term with two (2) one (1) year options to extend;
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis so long as funding is available within the requesting departments' budgets; and
- 4) Authorize the Purchasing Agent to extend the blanket purchase order through the two (2) one (1) year extensions if deemed to be in the best interest of the County to do so.

### **FUNDING:** General Fund and Non-General Fund Departmental Budgets.

BUDGET SUMMARY:		
Total Estimated Cost		\$1,200,000.00
Funding		
Budgeted	\$1,200,000.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$1,200,000.00	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost: The estimated annual spend is \$400,000.00, and is an estimate only, based on previous annual purchases. The County makes no guarantee as to the total amount to be purchased during the contract term.

### Background/Reason for Recommendation:

On December 7, 2010 (Item #9), the Board authorized a six-month blanket purchase order with Independent Stationers (term January 1, 2011 through June 30, 2011), through the US Communities Cooperative Purchasing program and requested that CAO staff return to the Board with a discussion of pooled purchasing and local purchasing. On April 26, 2011 (item #27) You Board authorized a three (3) month extension to the current office supply contract with Independent Stationers and authorized the release of Request for Proposals to competitively solicit an office supply contract that would encourage local vendors to participate while also procuring a purchase program that best meets the County's needs.

The Procurement and Contracts Division issued RFP11-615-069 for the purchase of Office Supplies, Paper, and OEM Toner. Responses were due and opened on June 22, 2011. Two (2) qualified

responses were received from:

*Sierra Office Supply & Printing of Sacramento, California*  
*Staples Advantage of Sacramento, California*

*No local vendors submitted proposal responses.*

An evaluation team comprised of representatives of the Chief Administrative Office, including the Procurement and Contracts Division, Probation, and Development Services on the basis of proposal content and presentation, and compliance with administrative requirements; demonstration of on-line web based ordering system; experience, qualifications, and references; ability to comply with minimum requirements for utilization of an on-line reporting system as defined in the RFP; and price proposal consisting of an established quotation schedule of the items most frequently purchased by the County both in quantity and volume, as well as offering a pricing methodology for additional purchases not listed on the quotation schedule.

The evaluation team is recommending award to Sierra Office Supply & Printing as they were the sole respondent that could meet the requirements established for on-line ordering, having had a successful business relationship with the County previously and currently under other commodity contracts, able to hold prices firm in accordance with the requirements set forth in the RFP, as well as offering a prompt payment discount of 2% for payments made within thirty one (31) days. Additionally, it was determined that the pricing structure offered by Sierra is significantly lower than the County's current contract with Independent Stationers.

Action to be taken following Board approval: The Purchasing Agent will issue a blanket purchase order to Sierra Office Supply & Printing, and the Procurement and Contracts staff will work with the vendor to begin implementation of a new contract.

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