



County of El Dorado

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Legislation Details (With Text)

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On agenda: 3/10/2009 **Final action:** 3/10/2009

Title: Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize the Purchasing Agent to extend BP280993 and BP261178 for an additional term to expire on June 30, 2009 for the purchases of Hewlett Packard Print, Toner Cartridges and Related Items (BP280993) and Office Supplies (BP261178) to the low qualified bidder, Walker's Office Products; and authorize the Purchasing Agent to increase the blanket purchase orders on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.
RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. BP280993, 2. bp261178

Date	Ver.	Action By	Action	Result
3/10/2009	2	Board Of Supervisors	Approved	Pass

Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize the Purchasing Agent to extend BP280993 and BP261178 for an additional term to expire on June 30, 2009 for the purchases of Hewlett Packard Print, Toner Cartridges and Related Items (BP280993) and Office Supplies (BP261178) to the low qualified bidder, Walker's Office Products; and authorize the Purchasing Agent to increase the blanket purchase orders on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.
RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$0.00
Funding		
Budgeted	\$	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$0.00

REASON FOR RECOMMENDATION: The Procurement and Contracts Division issued Invitation to

Bid #08-207-097 for the purchase of Hewlett Packard Print, Toner Cartridges & Related Items and Invitation to Bid #06-615-116 for the purchase of Office Supplies . On March 11, 2008, Item #21 the Board of Supervisors awarded bid #08-207-097 to the low qualified bidder, Walker's Office Products, in the amount of \$200,000.00 for a twelve month period expiring on March 10, 2009. On May 9, 2006, Item #50, the Board of Supervisors awarded bid #06-615-116 to the low qualified bidder, Walker's Office Products, in the amount of \$293,000.00 and approved an extension of bid #06-615-116 for an additional two (2) year term on May 22, 2007, Item #45. The not-to-exceed amount of Bid #06-615-116 (BP261178) was increased by the Purchasing Agent, in accordance with the award of bid, to \$1,100,000.00 to accomodate the additional two (2) year term.

The Procurement & Contracts Division intends to include all toner cartridges, including Hewlett Packard Print, Toner Cartridges and Related Items in the upcoming office supply invitation to bid. The extension of the Hewlett Packard Print, Toner Cartridge & Related Items bid and the office supply bid for a term to expire June 30, 2009 will allow the inclusion to occur.

Walker's Office Products has agreed to extend both Bids with the same pricing and terms and conditions of the original bids. These agreements are attached for your review.

FISCAL IMPACT/CHANGE TO NET COUNTY COST: Each department is responsible for its own budget for office supplies and toner.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Following Board approval, the Procurement and Contracts Division will extend the blanket purchase orders for a term to expire on June 30, 2008 for the current not-to-exceed amounts of \$200,000.00 (BP280993) and \$1,100,000.00 (BP261178) to Walker's Office Products.

Contact: Sue Hennike, Gayle Erbe-Hamlin x5530

Concurrences: Not Applicable