



County of El Dorado

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Legislation Text

File #: 09-0061, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommending award of Bid 09-645-065 for the purchase of various types of white bond paper to the low qualified bidder, xpedx of Hayward, CA; and authorize the Purchasing Agent to issue a blanket purchase order in the amount of \$278,772.93 for a twenty-four (24) month period; and 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.

RECOMMENDED ACTION: Approve.

FUNDING: General Fund.

BUDGET SUMMARY:		
Total Estimated Cost		\$278,772.93
Funding		
Budgeted	\$278,772.93	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$278,772.93	
Change To Net County Cost		\$0.00

REASON FOR RECOMMENDATION: The Procurement and Contracts division issued an Invitation to Bid for white bond paper to be purchased and stocked in Central Stores. Central Stores keeps an inventory of white bond paper that is available to all County departments on an "as requested" basis.

Five (5) Invitations to Bid were mailed, one (1) to a local vendor; five (5) qualified responses were received, none from local vendors. The bid results are provided on the attached spreadsheet. Quantities shown on the spreadsheet are an estimated annual usage.

The contracted pricing afforded in this bid award represents a cost savings to the County of over \$16,000.00 for the twenty-four (24) month period when compared to the currently available contracted pricing.

FISCAL IMPACT/CHANGE TO NET COUNTY COST: Procurement and Contracts has been advised that funding is available within the Central Store's Inventory budget, General Fund.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Following Board approval, the Procurement and Contracts division will issue a blanket purchase order in the amount of \$278,772.93 to xpedx of Hayward, CA.

Contact: Gayle Erbe-Hamlin, x5530

Concurrences: None.