



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: March 31, 2015

Subject: Blanket Purchase Order with Xpedx

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with Xpedx in an amount not to exceed \$150,000 to procure carbonless forms and various paper items for the Print and Mail Division for the period April 1, 2015 through March 31, 2017. (100% Department User Fees)

FISCAL IMPACT:

Costs are recovered through charge outs to County departments. (100% Department User Fees)

BACKGROUND:

Xpedx Excel carbonless paper and various paper items are purchased in volume and are used by the County departments and the Print and Mail Division for the printing of forms and copies. County departments also place orders for blank paper through Print and Mail. The cost of the paper is charged back to the County departments. This allows the County to purchase in bulk.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/31/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: John Gioia, District I
Supervisor
Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 31, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Marie Estrada,
925-646-5521

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, costs for paper will increase.

CHILDREN'S IMPACT STATEMENT:

Not applicable.