



Contra
Costa
County

To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: June 9, 2015

Subject: APPROVE a Blanket Purchase Order with JC Paper Company

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent or designee to execute, on behalf of the Public Works Director, a blanket purchase order with JC Paper Company in the amount of \$399,990 for paper products and printing related items for the period July 1, 2015 to June 30, 2017, Countywide.

FISCAL IMPACT:

The cost of paper is initially charged to the General Fund, but recovered through charges to County departments. Print and Mail Services is a zero-net County cost operation. (100% Department User Fees)

BACKGROUND:

Carbonless paper and recycled copy paper is purchased in volume and used by County departments and the Print and Mail Services Division for printing of forms and copies. Departments also place orders for blank recycled paper through Print and Mail. The cost of the paper is charged back to the departments. This allows the County to purchase in bulk at lower prices.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/09/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: 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: June 9, 2015

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

By: Chris Heck, Deputy

Contact: Marie Estrada,
925-646-5515

cc:

CONSEQUENCE OF NEGATIVE ACTION:

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