



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: August 25, 2015  
Subject: Blanket Purchase Order with Kelly Paper

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with Kelly Paper in the amount of \$399,990 for paper products and printing related items, for the period of August 16, 2015 through August 15, 2017, Countywide.

**FISCAL IMPACT:**

The cost of paper is initially charged to the General Fund but recovered through charges to departments. Print and Mail Services is a zero net county cost operation.

**BACKGROUND:**

All paper products are purchased in volume and are used by the Print and Mail Services division for printing requests received from County departments. The cost of the paper is charged back to the departments. This allows the County to purchase in bulk and save money.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

---

☒ APPROVE
 ☐ OTHER  
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **08/25/2015** ☒ 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: August 25, 2015

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

By: Chris Heck, Deputy

Contact: Marie Estrada,  
925-646-5515

cc:

