



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: May 24, 2016

Subject: Execute a contract with Contra Costa ARC to provide packet fulfillment services.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with Contra Costa ARC (dba Commercial Support Services), a California nonprofit corporation, in an amount not to exceed \$350,000 to provide packet fulfillment services for Print and Mail Services, for the period June 1, 2016 through May 31, 2018, Countywide.

**FISCAL IMPACT:**

This contract is funded 100% by Department user fees.

**BACKGROUND:**

Commercial Support Services (CSS) provides employment opportunities to developmentally disabled adults. For several years the Print and Mail Services Division has contracted with CSS to fill the low-skill need of assembling informational packets (i.e. packet fulfillment services) for use by the Employment and Human Services Department (EHSD) as well as other County departments. Due to their involvement with and support of Covered California, the volume of work generated

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **05/24/2016** ☒ 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  
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: May 24, 2016

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

By: Stacey M. Boyd, Deputy

Contact: Michelle Parella  
925-313-2249

cc:

BACKGROUND: (CONT'D)

by EHSD has remained high. The number of crew members required to meet the need varies from seven to ten crew members with two supervisors.

Approval of this Contract will allow CSS to continue to provide packet fulfillment services through May 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this Contract is not approved, sublet packet fulfillment services will not be performed.