To: Board of Supervisors

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

Date: June 7, 2016

Subject: Purchase Order for Staples Advantage

Contra Costa County

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a program agreement and blanket purchase order with Staples Contract and Commercial, Inc., in an amount not to exceed $8,000,000, for office supplies for the period September 1, 2016 through August 31, 2018, with two additional one-year options to renew.

FISCAL IMPACT:

Office supply costs paid by County Departments. (100% County User Departments)

BACKGROUND:

Contra Costa County Purchasing Services is requesting approval of a Program Agreement and Blanket Purchase Order to be used by County Departments for the ordering of office products and supplies. Staples Contract and Commercial, Inc., doing business as Staples Advantage is one of two companies selected to provide products to the County. Prices are based on the National Joint Powers Alliance (NJPA) agreement No. 010615. Blanket Purchase Order covering all departments allows the County to consolidate purchases and maximize savings.

☑ APPROVE   ☐ OTHER

☑ RECOMMENDATION OF CNTY ADMINISTRATOR   ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/07/2016**   ☑ 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: June 7, 2016

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

By: Chris Heck, Deputy

Contact: David Gould
925-313-2151

cc:

<u>CONSEQUENCE OF NEGATIVE ACTION:</u>
Without a blanket purchase order, departments would select their own office supply vendors thereby increasing costs and duplicating effort.

CHILDREN'S IMPACT STATEMENT:

Not applicable.