



**Contra
Costa
County**

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: June 7, 2016

Subject: Purchase Order for MyOfficeProducts, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute a program agreement and blanket purchase order with MyOfficeProducts, Inc., in an amount not to exceed \$12,000,000, for office supplies for the period from September 1, 2016 through August 31, 2018, with two additional one-year options to renew, Countywide.

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. MyOfficeProducts, Inc., is one of two companies selected to provide products to the County. Prices are based on the National Association of State Procurement Officials (NASPO), and Western States Contracting Alliance (WSCA) agreement PA5738. A 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:

CONSEQUENCE OF NEGATIVE ACTION:

Without a blanket purchase order, departments would select their own office supply vendors, increasing costs and duplicating effort.