



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: May 2, 2017  
Subject: Approve a Blanket PO for JC Paper Company

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**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, for the period of August 1, 2017 to July 31, 2019, Countywide.

**FISCAL IMPACT:**

Costs are recovered through charge outs to County departments. 100% Department User Fees.

**BACKGROUND:**

Carbonless paper and recycled copy paper is purchased in volume and is used by the 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 Services. The cost of the paper is charged back to the departments. This allows the County to purchase in bulk at lower prices.

**CONSEQUENCE OF NEGATIVE ACTION:**

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

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Action of Board On: **05/02/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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 2, 2017

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

By: Rolanda Hartfield, Deputy

Contact: Marie Estrada 925  
646-5515

cc:

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