



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 6, 2018

Subject: Approve a Purchase Order with Kelly Paper Company, Countywide

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 Company (Kelly Paper), in the amount of \$399,990, for paper products and printing related items, for the period of February 1, 2018 to January 31, 2020, Countywide. (100% General Fund)

FISCAL IMPACT:

The cost of paper is initially charged to the General Fund but recovered through charges to the County Departments.

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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/06/2018** ☒ 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: February 6, 2018

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

By: June McHuen, Deputy

Contact: Marie Estrada 925.
646-5515

cc:

BACKGROUND: (CONT'D)

the County to purchase in bulk and save money.

Kelly Paper is a long established local vendor and was selected because of their close proximity to Print and Mail Services. They stock a variety of specialty papers and envelopes used by County Departments. Kelly Paper provides the necessary products timely so that Print and Mail may fulfill and serve the needs of the departments. Many print orders from County Departments are rush jobs and Kelly Paper delivers same day on most orders. Other vendors do not deliver same day and do not have competitive pricing.

CONSEQUENCE OF NEGATIVE ACTION:

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