



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: February 6, 2018
Subject: Approve a Purchase Order with Veritiv Corporation, 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 Veritiv in the amount of \$399,990 for paper products and printing related items, for the period February 1, 2018 to January 31, 2020, Countywide.

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

☒ 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)

is charged back to the departments. This allows the County to purchase in bulk and save money.

Veritiv was selected as the sole provider of Excelone NCR Carbonless paper in this area. Veritiv carries the large format poster paper at a reduced price compared to the HP printer distributor. Although other brands of carbonless paper are available, Excelone paper performs best on our Heidelberg printing press. It is important to match the paper that runs best with specific equipment. Running the wrong paper causes delays in production and increases cost.

CONSEQUENCE OF NEGATIVE ACTION:

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