



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: August 7, 2018

Subject: Purchase Order with Southland Envelope 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 Southland Envelope Company, in an amount of \$299,990 for envelope products, for the period July 1, 2018 to June 30, 2020, Countywide.

FISCAL IMPACT:

100% General Fund

BACKGROUND:

Southland Envelope Company manufactures side seam and commercial flap envelopes. This type envelope runs through Print and Mail's Halm Envelope Press and Pitney Bowes Inserter without causing jams. The cost of the envelopes is charged back to the County departments. Buying directly from the manufacturer in bulk saves the County money.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, costs for envelopes will be higher due to buying stock from Brokers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/07/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

A YE: John Gioia, District I
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: Candace Andersen, District II
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: August 7, 2018

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

By: June McHuen, Deputy

Contact: Marie Estrada
925-646-5515

cc:

