



**Contra
Costa
County**

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

Subject: Blanket Purchase Order for Staples Advantage

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with Staples Contract and Commercial, Inc., dba Staples Advantage, in an amount not to exceed \$8,000,000, for office supplies for the period September 1, 2018 through August 31, 2020, 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 blanket purchase order to be used by County Departments for the ordering of office products and supplies. Staples Contract and Commercial, Inc., dba Staples Advantage is one of two companies selected to provide products to the County. Prices are based on the National Joint Powers Alliance (NJPA) Agreement No. 010615. The 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: **08/07/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: David Gould, (925)
313-2151

cc:

CONSEQUENCE OF NEGATIVE ACTION:

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