



**Contra  
Costa  
County**

To: Board of Supervisors

From: Brian M. Balbas, Public Works Director/Chief Engineer

Date: August 6, 2019

Subject: Approve a Blanket Purchase Order with Spicers Paper, Inc., Countywide

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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 Spicers Paper, Inc., in the amount of \$500,000 for paper products and printing related items, for the period September 1, 2019 to August 31, 2021, Countywide.

**FISCAL IMPACT:**

100% General Fund

**BACKGROUND:**

Carbonless paper and recycled copy paper is purchased in volume and is used by the County 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:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **08/06/2019** ☒ 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: August 6, 2019

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

By: Laura Cassell, Deputy

Contact: Dale Morseman,  
925.646-5521

cc:

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