



Contra  
Costa  
County

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director  
Date: January 24, 2012

Subject: Increase Purchase Order Limit for Recycled Copy Paper

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Public Works Department, to execute a purchase order (33977) with Kelly Paper to increase the payment limit by \$400,000 to a new payment limit of \$800,000 for recycled copy paper, and extend the term for two years through January 24, 2014.

**FISCAL IMPACT:**

The cost of paper is charged back to user departments. Print & Mail Services is a zero net county cost operation.

**BACKGROUND:**

Recycled paper is purchased in volume and is used by departments and the Print & Mail division for printing and copies. Departments place orders for blank recycled paper through Print & Mail and the paper is delivered directly by Kelly Paper. This allows the County to purchase in bulk without having to maintain an inventory. Prices based on BidSync Bid #1004-004.

**CONSEQUENCE OF NEGATIVE ACTION:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/24/2012** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Gayle B. Uilkema, District II Supervisor  
Mary N. Piepho, 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: January 24, 2012

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

By: June McHuen, Deputy

Contact: David Gould (925)  
313-7326

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

CHILDREN'S IMPACT STATEMENT:

Not applicable.