

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Acting Purchasing Manager *Jim Boggan*

DATE: November 27, 2007

SUBJECT: Approve the Award of Competitive Bid No. 9715 to California Envelope and Printing and to Cenveo for Pre-Printed and Blank Envelopes in the Maximum Aggregate Amount of \$65,000.00

ACTION REQUESTED

Approve the award of competitive Bid No. 9715 to California Envelope and Printing and to Cenveo for pre-printed and blank envelopes in the maximum aggregate amount of \$65,000.00, and authorize the Acting Purchasing Manager to sign the resulting blanket purchase orders (BPOs).

BACKGROUND

Bid No. 9715 requested pricing for various sizes and quantities of pre-printed and blank envelopes made of recycled material and used by all County Departments. Bid notices were mailed to 75 registered vendors and the Bid was posted on Procurement's website. Five proposals were received, all from non-local vendors. California Envelope & Printing and Cenveo were selected to provide services under this BPO due primarily to their favorable pricing, and secondarily due to their complete responsiveness to the bid, stated turnaround time, and the quality of sample products. In order to obtain the most favorable price for each vendor's product, the recommendation is to split the award equally based on lowest price per item. The resulting BPOs at \$32,500.00 each will provide various sizes of pre-printed envelopes ordered by Central Services on behalf of County Departments.

FISCAL IMPACT

The two BPOs resulting from this recommendation will total \$65,000.00 and will be effective from December 1, 2007 through December 31, 2008. The Administrative Services Department's Fiscal Impact Statement is attached.

Attachment: Administrative Services' Fiscal Impact Statement

cc: Leslie Blagg, Administrative Services Department, Central Services Division
Sandy Hammock, Administrative Services Department Administration

FISCAL IMPACT STATEMENT

Department of Administrative Services County of Placer

TO: Honorable Board of Supervisors
FROM: Clark L. Moots, Director of Administrative Services Department
DATE: November 8, 2007
SUBJECT: **Fiscal Impact Statement**
BPO for Printed and Blank Envelopes for the Period 12/1/07 – 12/31/08

Competitive Bid Financial Impact Statement

1. Sufficient funding has been budgeted

The bid award is \$65,000. The department has budgeted correctly for the bid and funding is available in the current fiscal year budget. In addition, the appropriate funding for this BPO has been included in the draft FY2008-2009 budget for the department.

Two vendors were selected to provide services under this BPO due to their responsiveness to the bid, stated turnaround time to produce the product, and the quality of sample envelope products they provided. In an effort to obtain the most competitive price for each vendor's product, the BPO will be split equally between the two vendors based on the lowest price by item. The lowest price vendor was not selected because their bid was not complete enough to fully analyze their product pricing and the envelope samples were not acceptable.