



# Yolo County Housing

Lisa A. Baker, Executive Director  
147 W. Main Street  
Woodland, CA 95695

Woodland: (530) 662-5428  
Sacramento: (916) 444-8982

BOARD OF COMMISSIONERS

Duane Chamberlain  
Michael H. McGowan  
Matt Rexroad  
Helen M. Thomson  
Marlene Ganes  
Steven Tupolo  
Mariko Yamada

DATE: June 5, 2008

TO: YCH Board of Commissioners

FROM: Lisa A. Baker, Executive Director

SUBJECT: **Receive and File Report Regarding Conversion to Corporate Express for Purchasing**

## **RECOMMENDED ACTIONS:**

That the Board receive and file report.

## **BACKGROUND/DISCUSSION:**

As part of ongoing improvements at the YCH, staff has been looking at ways to reduce daily operations costs. In addition, on April 17, 2008, the Board passed a resolution making the YCH a part of the Yolo County Climate Change Compact, which pledges to work to look at policies and operations as a way to control carbon emissions and to mitigate the effects of global warming. Finally, federal requirements to roll out an asset management structure on the organization requires that purchasing no longer be centralized, but instead be decentralized at the Asset Management Project (AMP) level. This presents a challenge to the YCH since procurement would no longer have central oversight, making it more difficult to ensure that all cost centers comply with federal requirements and with the Agency's Procurement Policy.

Staff then looked at ways in which it could achieve reduced operations costs, reduced carbon emissions and improved ways to ensure compliance with procurement requirements. The YCH surveyed its partner communities regarding pooled purchasing plans that had already been procured, since "piggy-back" procurement and pooled purchasing is an allowed activity. As a result, the YCH has the National Purchasing Partners (NPP) procurement for pooled purchases through Corporate Express. This will allow decentralized purchasing across cost centers while still ensuring that purchased supplies will meet our procurement standards and requirements.

This pool provides three (3) additional advantages: 1) it will automatically track each cost code and our minority-owned, woman-owned and disabled-own business transactions; 2) it provides cost reductions; and 3) it has a large inventory of sustainable, green and recycled content materials. As a result, the Agency has been able to switch to recycled paper and toner cartridges for all its cost centers and to switch to recyclable corn resin cups and silverware in its main administration kitchen. Staff is currently testing its green cleaning

supplies for applicability in unit maintenance. Finally, this switch has still resulted in a net 10% reduction in overall cost of most commonly used items, as seen in the following table:

<b>Product</b>	<b>Office Depot</b>	<b>Corporate Express</b>	<b>% of Change</b>
Paper (ltr size)	\$34.08	\$30.10	12%
Paper (lgl size)	\$48.95	\$39.10	20 %
Toner 49A	\$65.42 (HP)	\$54.44 (generic)	17%
Toner 13 A	\$71.99 (HP)	\$45.13 (generic)	37%
Fax toner	\$119.95	\$152.63	(27%)
Manila Envelopes	\$4.92	\$3.91	21%
File Folder- (ltr size, 1/3 cut)	\$18.39	\$25.57	(28%)
Classification Folder (2 divider, legal, red)	\$62.90 (10)	\$36.31(10)	42%
White-out (dry) 6 pk	\$2.59 ea.	\$1.62	37%
Receipt Book	\$ 7.99	\$ 7.86	2%
<b>NET TOTALS</b>	<b>\$437.18</b>	<b>\$396.67</b>	<b>10%</b>

**FISCAL IMPACT:**

Current overall savings of 10% on commonly ordered items while still converting to recyclable and recycled content products.

**CONCLUSION:**

The Board of Commissioners should receive and file the report.