

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: January 10, 2012

SUBJECT: Approve the Renewal of a Competitively Bid Blanket Purchase Order with Chipman Corporation for Election Precincts Drayage Services in the Maximum Amount of \$114,900

ACTION REQUESTED

Approve the renewal of a competitively bid Blanket Purchase Order (BPO) with Chipman Corporation of Sacramento, CA for Election Precincts Drayage Services in the maximum amount of \$114,900 and authorize the Purchasing Manger to sign the BPO.

BACKGROUND

On February 9, 2010 your Board approved the award of Bid No. 9944 to Chipman Corporation for Election Precincts Drayage Services. As the result a BPO was awarded to Chipman for the period February 15, 2010 to January 31, 2012. Under this BPO, the vendor has provided logistical and transportation services for the Clerk-Recorder's Elections Division to assure that essential materials are transported to and from the polling places throughout the western regions of the County.

The Elections Division has reported that they are satisfied with Chipman's performance and has submitted a request to renew the BPO with Chipman. Section 17 of the bids' terms and conditions permit renewal of the BPO if the terms can be negotiated to the satisfaction of the County. Chipman has agreed to renew, but has requested a rate increase to \$191.50 per precinct, which is approx. 1.9% higher than the previous rate of \$188.00 per precinct. The vendor has cited rising fuel costs as the main reason for the requested increase. According to regional and nationwide indices, fuel has risen by more than 23% since the original award of this BPO. In addition, Chipman's new rate is still lower than the other bidders from the the original solicitation. Based on this data, Procurement concurs with Election's recommendation to accept the new rate and renew the BPO with Chipman.

The department has requested a new BPO in the amount of \$114,900 for the period February 1, 2012 to December 31, 2012. This renewal requires Board of Supervisors' approval.

FISCAL IMPACT

Upon your approval, the new BPO will be issued in the maximum amount of \$114,900 for the period February 1, 2012 through December 31, 2012. The department's Fiscal Impact Statement is attached.

cc: Ryan Ronco, Asst. Recorder – Registrar of Voters

Attachment: Clerk-Recorder-Elections Fiscal Impact Statement

335

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Jim McCauley, Clerk-Recorder-Registrar of Voters
DATE: January 10, 2012
SUBJECT: **Fiscal Impact Statement**
Blanket Purchase Order for procurement of drayage services from Chipman Corporation for general and special elections during the 2012 Presidential Election cycle

Fiscal Impact Statement

1. The department has sufficient funding.

The maximum value of the requested BPO is \$114,900.00. The Office of Clerk-Recorder-Elections budgeted appropriately for drayage services in the final budget and funding is available in the current fiscal year budget.