

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BWD*
DATE: May 22, 2012
SUBJECT: Approve the Negotiated Renewal of a Blanket Purchase Order with Sutter Buttes Communication, Inc. for On-Site Maintenance and Engineering Services in the Maximum Amount of \$85,000.00

ACTION REQUESTED

Approve the negotiated renewal of a blanket purchase order (BPO) with Sutter Buttes Communication, Inc. of Yuba City, CA, for on-site maintenance and engineering services in support of the County's Two-Way Radio Narrowbanding Project and Countywide Radio Network Project in the maximum amount of \$85,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Administrative Services, Telecommunications Division's Radio Services Group utilizes professional on-site maintenance and engineering services to supplement the Telecommunications technical staff in support of the County's Two-Way Radio Narrowbanding Project and the Countywide Radio Network Project. On June 9, 2011, BP018755 with Sutter Buttes Communication was issued for the period of June 9, 2011 through June 30, 2012.

The Administrative Services Department has requested that the BPO be renewed for a one-year period. Sutter Buttes Communication has agreed to a one-year renewal with a 2.9% increase in their labor rates. The Consumer Price Index (CPI) for video and audio services increased 4.4% during the past year, and the U.S. city average CPI increased 2.7%. Based on these indexes, the vendor requested rate increases are reasonable.

The Purchasing Policy Manual Section 1.3 (o) allows for the renewal of this contract based on the vendor's satisfactory contract performance.

FISCAL IMPACT

The resulting BPO with Sutter Buttes Communication, Inc. will be effective for the period July 1, 2012 through June 30, 2013. The department's Fiscal Impact Statement is attached.

Attachment: Administrative Services' Fiscal Impact Statement

cc: Kathy Buchanan, Deputy Director of Information Technology
Andy Marks, IT Manager Telecommunications

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Kathy Buchanan, Deputy Director of Information Technology

DATE: May 22, 2012

SUBJECT: **Fiscal Impact Statement**
Approve the Negotiated Renewal of a Blanket Purchase Order with Sutter Buttes
Communication, Inc. for On-Site Maintenance and Engineering Services in the Maximum
Amount of \$85,000.00

The Administrative Services Department's Telecommunications Division (Department) has sufficient funding to support this request. Funds are not encumbered until items are actually purchased against the Blanket Purchase Order.

The Department has requested sufficient funding for this Blanket Purchase Order in the Telecommunications Division's FY 2012-13 Budget (02100) submission.