

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: December 11, 2012  
SUBJECT: Prepaid Gas Cards – SVM LP

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**ACTION REQUESTED**

1. Approve the annual renewal of sole source blanket purchase orders (BPOs) with SVM LP of Des Plaines, IL for the purchase of prepaid gas cards in the maximum aggregate amount of \$67,500, (\$30,375 net county cost), for the period of January 1 2013 to December 31, 2013, and authorize the Purchasing Manager to sign the resulting blanket purchase orders.

**BACKGROUND**

Health and Human Services provides transportation assistance to clients as necessary, and as resources allow, for transportation to court-ordered and/or voluntary services when no other family or community resources exist. In the past, HHS provided gas vouchers which were redeemable at only one gas station in Auburn and one in Roseville. Both stations eventually declined to continue this program due to the carrying cost associated with waiting for the County's Net 30 day payments. In 2010 Procurement attempted to find other stations who would be willing to carry our accounts. No local stations would agree to our payment terms. The only solution available is to purchase prepaid cards to distribute to clients.

Most card processing services offer cards for only one gasoline chain. SVM LP of Des Plaines, IL is the only firm who offers gas cards for a wide variety of stations. This service is considered a sole source as defined by Section 1.3(l) of the Purchasing Policy Manual because it can only be purchased from one supplier due to its unique character. The department has elected to purchase ARCO cards because there are more ARCO stations throughout the County than other gas chains and their prices are typically competitive. SVM offers prepaid ARCO cards in many denominations. The only cost to the County is a nominal processing fee for cards in denominations of \$20 or less, and shipping fees. Procurement issued BPOs for HHS Human Services and Children's System of Care, which are effective through December 31, 2012.

**FISCAL IMPACT**

Upon your Board's approval, BPOs will be awarded to SVM LP in the requested maximum amounts of \$60,000 for Children's System of Care and \$7,500 for Human Services and will be effective January 2, 2013 through December 31, 2013. The department's Fiscal Impact Statements are attached.

Attachments: A. Fiscal Impact Statement, HHS Children's System of Care  
B. Fiscal Impact Statement, HHS Human Services

cc: Dr. Richard Burton, Director of HHS  
Jim Nissen, Administrative & Fiscal Operations Manager, HHS Systems of Care  
Brian Rupprecht, Administrative & Fiscal Operations Manager, HHS Human Services

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**Placer County**  
**Health and Human Services Department**

**Administrative Services Division**

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Date: December 11, 2012  
 To: Honorable Board of Supervisors  
 From: Rebecca Mellott, Client Services Program Manager  
 Subject: **Fiscal Impact Statement**  
**BPO for Gas Voucher Program**  
**Children's Systems of Care**  
**For the period January 1, 2013 to December 31, 2013**

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The Department has budgeted appropriately for the first six months of this \$60,000 Blanket Purchase Order (BPO) with funding included in the FY2012-13 Proposed Budget. The final six months of this BPO will be included in the Department's FY2013-14 Requested Budget. The renewal amount is an increase of \$10,000 from the current BPO due to increased client needs and rising gas prices. This transportation assistance provides clients with gas vouchers as needed for transportation to court ordered or voluntary services when no other family or community resource exists. Funding for this BPO includes \$30,000 of State funds and \$30,000 of required County General Fund match.

*Perspective, Hope, and Opportunity*



Placer County  
Health and Human Services Department

**Administrative Services Division**

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Date: December 11, 2012  
 To: Honorable Board of Supervisors  
 From: Rebecca Mellott, Client Services Program Manager  
 Subject: **Fiscal Impact Statement  
 BPO for Gas Voucher Program  
 Human Services  
 For the period January 1, 2013 to December 31, 2013**

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The Department has budgeted appropriately for the first six months of this \$7,500 Blanket Purchase Order (BPO) with funding included in the FY2012-13 Proposed Budget. The final six months of this BPO will be included in the Department's FY2013-14 Requested Budget. This transportation assistance provides clients with gas vouchers as needed for transportation in emergency situations when no other family or community resource exists. Funding for this BPO includes \$7,125 of State/Federal funds and \$375 of required County General Fund match.

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