

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: June 12, 2007

SUBJECT: Approve the Renewal of Blanket Purchase Order No. 13848 as a Result of Competitive Bid No. 9455 with Capitol Clutch & Brake, Inc. for Various Brake and Clutch Parts and Service in the Maximum Amount of \$55,000.00.

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**ACTION REQUESTED**

Approve the second and final renewal of Blanket Purchase Order (BPO) No. 13848 as a result of competitive Bid No. 9455 with Capitol Clutch & Brake, Inc. of West Sacramento for various brake and clutch parts and service in the maximum amount of \$55,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

The Department of Public Works (DPW), Fleet Services, has purchased parts and services for its fleet of vehicles through Capitol Clutch & Brake, Inc. of Sacramento for the past two years. Due to the increasing requirements at the Truckee shop for Tahoe Area Rapid Transit (TART) repairs, road vehicle repairs, and lower pricing offered by Capitol Clutch & Brake, Fleet Services has begun to supply parts to the Truckee shop from the Auburn garage's stock. DPW projects the new dollar requirement to be \$55,000.00.

A renewal letter was mailed to Capitol Clutch & Brake. Their response is that there will be a 2.5% increase in various parts pricing from the prior year's BPO. In comparison, during 2006 the Producer Price Index (PPI) increased 2.8% for the motor vehicle parts industry. Since vehicle parts are a major component of this BPO, the vendor's requested 2.5% increase is reasonable, and DPW has agreed to the increase. The Purchasing Policy Manual, Paragraph 1.3 (o), allows for the renewal of this contract based on satisfactory service and reasonable pricing offered by the vendor. The resulting BPO will be effective for the period of July 1, 2007 through June 30, 2008.

**FISCAL IMPACT**

The resulting renewal BPO with Capitol Clutch & Brake, Inc. in the maximum amount of \$55,000.00, used by DPW, requires your Board's approval. DPW has budgeted sufficiently for these routine and necessary expenses in their 2007/2008 budget.

cc: Chuck Gordon, Fleet Services Manager  
Dena Beyer, Administrative Services Officer

