

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 21, 2011

SUBJECT: Approve the Award of Competitive Bid No. 10101 to Graybar Electric, Inc. for Telecommunications Cabling and Supplies in the Maximum Amount of \$150,000.00

ACTION REQUESTED

Approve the award of competitive Invitation for Bids (IFB) No. 10101 to Graybar Electric, Inc. of Rancho Cordova for telecommunications cabling and supplies in the maximum amount of \$150,000.00, and authorize the Purchasing Manager to sign the resulting blanket purchase order (BPO).

BACKGROUND

The Administrative Services Department's Telecommunications Division has a continuing need to purchase various telecommunications supplies, including voice and data cabling and telephone station parts, in support of the County's voice and data networks. The existing contract for these supplies expires on June 30, 2011.

The Procurement Services Division developed IFB 10101 for the department's telecommunications cabling and supplies requirements. The IFB was distributed via the County's E-Bid system to seventy-nine potential bidders and was also posted on Procurement's website.

The IFB requested pricing for estimated annual quantities of commonly purchased items. Actual requirements will be determined as projects are defined. Graybar Electric, our current provider, submitted the only bid, with prices in line with the current BPO. The new BPO resulting from Graybar's bid will be effective for the period of July 1, 2011 through June 30, 2012.

FISCAL IMPACT

Staff recommends that your Board approve the award of IFB 10101 to Graybar Electric for telecommunications cable and related supplies in the total amount of \$150,000.00. The Departments' Fiscal Impact Statement is attached.

cc: Clark L. Moots, Director of Administrative Services
Kathy Buchanan, Deputy Director of Information Technology

Attachment: Fiscal Impact Statement

387

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services

DATE: June 21, 2011

SUBJECT: **Fiscal Impact Statement**
Approve the Award of Competitive Bid No. 10101 to Graybar Electric, Inc. for
Telecommunications Cabling and Supplies in the Maximum Amount of \$150,000.00.

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 budgeted appropriately for this Blanket Purchase Order and funding is available in the Telecommunications Division's FY 2011-12 Budget (02100).