

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Clark Moots, Director of Administrative Services *Clark Moots*

DATE: October 11, 2011

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with All Electric Motors Inc. for Electric Motor Parts, Maintenance, and Repair Services in the Maximum Amount of \$80,000.00

ACTION REQUESTED

Approve the renewal of a competitively awarded blanket purchase order (BPO) with All Electric Motors Inc. of Auburn for electric motor parts, maintenance, and repair services in the maximum amount of \$80,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Department of Facility Services requires an annual BPO with a full service machine shop for the purchase of electric motor parts as well as maintenance and 24-hour emergency repair services for all of the Special Districts operating within Placer County. On August 16, 2010, the Purchasing Manager awarded BP018020 in the maximum amount of \$50,000.00 as a result of the fourth renewal of competitive Bid No. 9584. On August 9, 2011, your Board approved an increase of \$30,000.00 to the BPO. The BPO expired on September 30, 2011.

The department has submitted a request to renew this BPO for another year. All Electric Motors Inc. agreed to renew at the same pricing and terms. Section 22 of the General Terms and Conditions of BP018020 allows for the renewal of the existing agreement upon the successful negotiation of the renewal pricing and terms. Placer County Purchasing Policy Manual (PPM) Section 1.3(o) allows for the renewal of a contract based on satisfactory service and reasonable prices offered by the vendor. In addition, PPM Section 7.2 allows the County to negotiate BPO agreements for operational services and supplies based on the vendor's geographic proximity to the County's site of operations.

FISCAL IMPACT

The BPO resulting from this recommendation will be awarded to All Electric Motors Inc. in the maximum amount of \$80,000.00 for the period of October 1, 2011 through September 30, 2012. Facility Services' Fiscal Impact Statement is attached.

Attachment: Department of Facility Services Fiscal Impact Statement

cc: Will Dickinson, Deputy Director, Environmental Engineering/Utilities, Facility Services
Valerie Bayne, Administrative Services Manager, Facility Services

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE: October 11, 2011
SUBJECT: **Fiscal Impact Statement**
BPO for Electric Motor Parts and Repairs

The Department of Facility Services requires an annual blanket purchase order for the purchase of new electric motors, parts and repair of various electric motors. The Utilities division utilizes this BPO on an as-needed basis for County-operated wastewater treatment plants and lift stations. The Department has budgeted appropriately in the Sewer Maintenance Districts #1, #2, and #3 and Sewer CSA's for this expense.