

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: January 8, 2013  
SUBJECT: Floor Covering Installation Services – Anderson Carpet and Linoleum Sales Co., Inc.

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**ACTION REQUESTED**

1. Approve the annual renewal of a Blanket Purchase Order with Anderson Carpet and Linoleum Sales Co., Inc. of Sacramento, CA, for floor covering installation services in the maximum amount of \$125,000, funded by a budgeted net County cost in the FY 2012-13 Building Maintenance budget, for the period of January 8, 2013 to December 31, 2013, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

Facility Services submitted a request to renew a Blanket Purchase Order (BPO) with Anderson Carpet and Linoleum Sales Co. for floor covering installation services. These services are used by the Department of Facility Services on an as-needed basis for installation of carpet and linoleum at various County buildings. Anderson Carpet and Linoleum Sales Co. agreed to renew the BPO at the exact same pricing and terms. Purchasing Policy Manual Section 1.3(o) allows the renewal of contracts if it is deemed to be in the best interest of the County based on satisfactory service, reasonable prices, and if it makes good business sense.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Anderson Carpet and Linoleum Sales Co. in the maximum amount of \$125,000 for Facility Services. The resulting BPO will be effective January 8, 2013 to December 31, 2013. Facility Services' Fiscal Impact Statement is attached.

Attachments: Facility Services' Fiscal Impact Statement

cc: Valerie Bayne, Administrative Services Manager

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Valerie Bayne, Administrative Services Manager  
DATE: January 8, 2013  
SUBJECT: **Fiscal Impact Statement**  
BPO to Furnish and Install Floor Coverings

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The Department of Facility Services is responsible for maintaining buildings throughout Placer County which requires an annual contract to furnish and install floor covering on an as-needed basis.

The Department has budgeted appropriately for this service in the Building Maintenance budget for FY12/13. There is no additional net county cost for this request.