

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: April 9, 2013
SUBJECT: Automotive Oil and Lube Products – Hunt & Sons Inc.

ACTION REQUESTED

1. Approve the renewal of competitively awarded blanket purchase orders (BPOs) with Hunt & Sons Inc. of Sacramento, CA for automotive oil and lube products for the Department of Public Works and Placer County Fire in the total aggregate amount of \$105,000, funded by Fleet rate customer revenue and Placer County Fire revenues with no net County cost, for the period of April 1, 2013 through March 31, 2014, and authorize the Purchasing Manager to sign the resulting BPOs.

BACKGROUND

The Placer County Fire Department (PCFD) and the Department of Public Works Fleet Services Division (DPW) require annual BPOs for the purchase of automotive oil and lube products on an as-needed basis for the various vehicles and heavy equipment. On April 10, 2012, your Board approved the award of competitive Bid No. 10167 to Hunt & Sons Inc. The resulting BPOs expired on March 31, 2013.

Both departments submitted requests to renew the BPOs for another one-year term. Hunt & Sons Inc. agreed to renew at the same pricing and terms. Section 15 of the General Terms and Conditions of Bid No. 10167 allows for the renewal of the existing agreement on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Placer County Purchasing Policy Manual Section 1.3(o) also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

FISCAL IMPACT

Upon your Board's approval BPOs will be awarded to Hunt & Sons Inc. in the total aggregate amount of \$105,000 (\$15,000 for PCFD and \$90,000 for DPW) and will be effective for the period of April 1, 2013 through March 31, 2014. The departments' Fiscal Impact Statements are attached (refer to Attachments A and B).

Attachments: A – DPW's Fiscal Impact Statement
B – PCFD's Fiscal Impact Statement

cc: Scott Lindgren, Placer County Fire Division Chief-South Operations
Kim Davis, County Executive Office Senior Administrative Services Officer
Shelley Beninga, County Executive Office Accountant Auditor I
Cynthia Taylor, Public Works Senior Administrative Services Officer
Kevin Taber, Public Works Manager-Road Maintenance

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MEMORANDUM

DEPARTMENT OF PUBLIC WORKS
County of Placer

TO: Honorable Board of Supervisors

FROM: Ken Grehm, Director

DATE: April 9, 2013

SUBJECT: **Fiscal Impact Statement**
RQ056172, Renew BPO with Hunt & Sons for Oil and Lube Products

Approve the annual renewal of BPO19668 with Hunt & Sons for oil and lube products in the amount of \$90,000, funded by revenue collected from Fleet rate customers, Fleet direct charge customers and HUTA revenue with no net county cost, for the period of FY 2012-13 and FY 2013-14.

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**OFFICE OF
COUNTY EXECUTIVE**

DAVID BOESCH,
County Executive Officer



COUNTY OF PLACER

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TO: Honorable Board of Supervisors

FROM: Shelley Beringa, Accountant Auditor

Shelley Beringa

DATE: April 9, 2013

SUBJECT: **Fiscal Impact Statement**

RQ056261 for BPO for the purchase of Oil and Lube Products for Placer County Fire

The BPO amount is \$15,000. The department has budgeted correctly for purchases on this BPO and funding is available in the FY 2012/13 budgets for Fire and Fire CSA Appropriations. This is funded by Fire revenues budgeted in fiscal year 2012-13 with no additional net County cost.

