

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: May 21, 2013

SUBJECT: Telecommunications Parts, Telephone and Cabling Equipment, and Miscellaneous Supplies - Graybar Electric Company, Inc.

ACTION REQUESTED

1. Approve the renewal of a competitively awarded blanket purchase order (BPO) with Graybar Electric Company, Inc. of Rancho Cordova, CA for telecommunications parts, telephone and cabling equipment, and miscellaneous supplies in the maximum amount of \$150,000, funded by Administrative Services' FY2013-14 budget with a net County cost of \$150,000, and authorize the Purchasing Manager to sign the resulting 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. On May 8, 2012, your Board approved the renewal of competitive Bid No. 10101 with Graybar Electric Company and authorized the Purchasing Manager to sign the resulting BPO effective July 1, 2012 through June 30, 2013.

The vendor has agreed to renew for another year at the exact same pricing and terms. The department indicates services have been good and the provisions of the existing contract still meet their needs. The Purchasing Policy Manual Section 1.3(o) allows for the renewal of this contract based on the vendors' satisfactory contract performance. The resulting BPO will be effective from July 1, 2013 through June 30, 2014.

FISCAL IMPACT

Upon your approval, a new BPO will be issued to Graybar Electric Company in the maximum amount of \$150,000. Administrative Services' Fiscal Impact Statement is attached.

cc: Kathy Buchanan, Deputy Director of Information Technology
Dieter Wittenberg, Information Technology Manager

Attachment: Administrative Services Fiscal Impact Statement

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager
DATE: May 21, 2013
SUBJECT: Authorize the BPO renewal with Graybar Electric Company, Inc. for Telecommunications Parts, Telephone and Cabling Equipment, and Miscellaneous Supplies

The Administrative Services Department's Telecommunications Division has sufficient funding in the FY2013-2014 Budget (02100) to support the requested increase with a Net County cost of \$150,000. Funds are not encumbered until services are rendered against the Blanket Purchase Order.