

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: July 9, 2013
SUBJECT: Award of a Competitive Bid for NEC Brand Telephone Equipment, Parts, and Repairs – Nexus IS, Inc

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10263 to Nexus IS, Inc. of Rancho Cordova, CA for NEC brand telephone equipment, parts, and repairs in the maximum amount of \$110,000, funded by Administrative Services' FY2013-14 budget with a net County cost of \$110,000;
2. Approve the option to renew for two additional one-year terms as long as the renewal amounts do not exceed 10 percent of the recommended contract amount of \$110,000; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

BACKGROUND

Administrative Services' Telecommunication Division requires a qualified contractor to supply and repair various NEC brand telephone equipment and parts on an as needed basis to support the County's telephone service group. The existing blanket purchase order (BPO) for these parts and services expired on June 30, 2013.

The Procurement Services Division developed Invitation for Bids (IFB) No. 10263 for the department's telephone equipment and repair requirements. The IFB was distributed via the County's electronic bidding system to twenty-eight potential bidders and was also posted on Procurement's website. Seventeen vendors accessed the IFB and a total of three bids were received.

The bid requested pricing for estimated annual quantities of typical NEC telephone equipment purchases and repairs. Nexus IS, Inc. is the lowest responsive bidder. The resulting BPO will be effective for the period of July 9, 2013 through June 30, 2014.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to Nexus IS for NEC brand telephone equipment, parts, and repair services in the maximum amount of \$110,000.00. The Department's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

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

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Melissa Nunnink, Administrative & Fiscal Operations Manager
DATE: July 9, 2013
SUBJECT: Award of a Competitive Bid for NEC Brand Telephone Equipment, Parts, and Repairs – Nexus IS, Inc.

The Administrative Services Department's Telecommunications Division has sufficient funding in the FY2013-2014 Budget (02100) to support the request with a Net County cost of \$110,000. Funds are not encumbered until services are rendered against the Blanket Purchase Order.