

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: July 23, 2013

SUBJECT: Automotive and Heavy Duty Clutch and Brake Parts – Riebes Auto Parts and Capitol Clutch and Brake

ACTION REQUESTED

1. Approve the renewal of competitively awarded blanket purchase orders (BPOs) with Riebes Auto Parts of Auburn (CA), and Capitol Clutch and Brake Inc. of West Sacramento (CA) for the purchase of automotive and heavy duty clutch and brake parts in the total aggregate amount of \$96,000, funded by Fleet rate and direct charge customers as well as Fire revenues with no net County cost, for the period of July 1, 2013 through June 30, 2014, and authorize the Purchasing Manager to sign the resulting BPOs and to transfer funds between BPOs as needed to meet the County's needs.

BACKGROUND

The Department of Public Works Fleet Services Division (DPW) and the Placer County Fire Department (PCFD) require annual BPOs for the purchase of automotive and heavy duty clutch and brake parts and relining services on an as-needed basis. The departments current BPOs with Riebes Auto Parts and Capitol Clutch and Brake Inc. expired on June 30, 2013.

Both departments submitted requests to renew the BPOs for another one-year term. Riebes Auto Parts and Capitol Clutch and Brake Inc. both agreed to renew with proposed price increases averaging 1.83% and 5.75% respectively. The proposed price increases are attributed to rising costs from clutch and brake manufacturers. Procurement Services determined that these proposed increases are reasonable based on current market trends. Section 15 of the General Terms and Conditions of Bid No. 10095 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 the BPOs based on the vendors' satisfactory contract performance.

FISCAL IMPACT

Upon your Board's approval BPOs will be awarded to Riebes Auto Parts and Capitol Clutch and Brake Inc. in the total aggregate amount of \$96,000 and will be effective for the period of July 1, 2013 through June 30, 2014. DPW's Fiscal Impact Statement is attached. Since the estimated annual expenditures for PCFD are less than \$50,000, a Fiscal Impact Statement for PCFD is not included with this item and PCFD is responsible for budgeting properly for its own expenditures from the resulting BPOs.

Attachment: DPW's Fiscal Impact Statement

cc: Cynthia Taylor, Public Works Senior Administrative Services Officer
Chuck Gordon, Public Works Manager-Fleet Services

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS
County of Placer

TO: Honorable Board of Supervisors

FROM: Ken Grehm, Director

DATE: July 23, 2013

SUBJECT: **Fiscal Impact Statement**
Renew BPO19877 Riebes Auto and BPO19879 Capital Clutch and Brake for Brake and Clutch Repair

1. Approve the annual renewal of BPO19877 Riebes Auto and BPO19879 Capital Clutch and Brake for Brake and Clutch Repair in the total aggregate amount of \$63,000 funded by Fleet rate customers and Fleet direct charge customers with no net County cost, for the period of FY 2013-14, and authorize the Purchasing Manager to sign and transfer funds between the resulting Blanket Purchase Orders.