

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: October 22, 2013  
SUBJECT: Overhead Door Maintenance Services – R & S Architectural Products, Inc.

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**ACTION REQUESTED**

1. Approve the renewal of competitively awarded blanket purchase order with R & S Architectural Products, Inc. of Sacramento for maintenance services for overhead doors, fire doors, gates and grilles for the period of November 6, 2013 through September 30, 2014 in the maximum amount of \$57,000, funded by the Department of Public Works and Facility Services FY 2013-14 budgets with no additional net County cost, and authorize the Purchasing Manager to sign the resulting BPO.

**BACKGROUND**

The Facility Services and Public Works departments require a blanket purchase order with a vendor to provide maintenance services to ensure overhead doors, fire doors, gates and grilles at various County facilities continue to operate properly. On November 6, 2012, your Board approved the award of competitive Bid No. 10196 to R & S Architectural Products to provide these services. The resulting BPOs expire November 5, 2013.

R & S Architectural Products agreed to renew for a one-year term at the same pricing, terms, and conditions. The Bid's General Terms and Conditions allow for the renewal of the contracts based upon the vendor's reasonable pricing and satisfactory performance.

Therefore, your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$57,000 and to authorize the Purchasing Manager to sign the resulting BPO.

**FISCAL IMPACT**

Upon your Board's approval, a new BPO will be awarded to R & S Architectural Products in the maximum amount of \$57,000, combining Facility Services and Public Works requirements into a single BPO for the effective period of November 6, 2013 through September 30, 2014. The departments are responsible for budgeting properly for their own expenditures from the resulting BPO.

cc: Val Bayne, Administrative Services Manager – Facility Services  
Cynthia Taylor, Senior Administrative Services Officer – Public Works

