

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: November 5, 2013
SUBJECT: Election Precinct Drayage Services – Chipman Corporation

ACTION REQUESTED

1. Approve a two-year renewal of a competitively awarded blanket purchase order with Chipman Relocations of Sacramento, CA for election precincts drayage services with a net County cost of \$134,050, funded in the FY2013-14 budget and projected FY2014-15 County Clerk-Recorder-Registrars' anticipated budget, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The County Clerk-Recorder-Registrar's Office requires a blanket purchase order (BPO) with a qualified vendor to provide logistical and transportation services for the Elections Division to assure that essential voting materials are transported to and from polling places throughout the western regions of the County. On December 11, 2012, your Board approved the renewal of Bid No. 9944 for Election Precinct Drayage Services. As a result, a BPO was issued in the maximum amount of \$114,900 to Chipman Corporation of Sacramento CA for the period of January 1, 2013 through December 31, 2013.

The Elections Division has submitted a request to renew the BPO for a two-year period in the amount of \$134,050. The renewal amount is determined by the number of elections and precincts used during an election period. In 2014, the County will hold two elections and additional unscheduled special elections may be called for during 2014 and 2015. Chipman has agreed to renew at the same pricing and terms with the opportunity to revisit the current rate should the cost of diesel fuel increase over \$5.00 a gallon during the two-year contract period. Section 17 of the bid's terms and conditions allows for the renewal of the BPO on a year-to-year basis based upon the vendor's reasonable pricing and satisfactory performance.

Your Board's approval is required to proceed with a new two-year BPO in the maximum amount of \$134,050 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to Chipman Relocations for a maximum amount of \$134,050 for the period of January 1, 2013 through December 31, 2015. The department's Fiscal Impact Statement is attached.

Attachment: Clerk-Recorder-Elections Fiscal Impact Statement

cc: Ryan Ronco, Assistant Recorder – Registrar of Voters
Gina Myren, Administrative Services Officer

JIM McCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
RYAN RONCO
ASSISTANT RECORDER-REGISTRAR
LISA CRAMER
ASSISTANT COUNTY CLERK



OFFICE OF CLERK- RECORDER
FINANCE ADMINISTRATION BUILDING
2956 RICHARDSON DRIVE
AUBURN, CA 95603
PHONE: 530-886-5690
FAX: 530-886-5683

PLACER COUNTY CLERK-RECORDER-ELECTIONS

To: Honorable Board of Supervisors
From: Gina Myren, Administrative Services Officer
Date: October 18, 2013
Subject: Fiscal Impact Statement for Drayage Services RQ057523

This BPO is for drayage services for election precincts for the next 2 years, 1/1/14 - 12/31/15.

Our office has budgeted appropriately for this BPO and funding is included in the FY 2013-2014 department budget in the amount of \$42,130. The remainder will be budgeted in the FY 2014-2015 budget cycle.