

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: March 11, 2014
SUBJECT: Annual Roof Repair Services - Sierra Single Ply, Inc.

ACTION REQUESTED

Approve the annual renewal of a competitively awarded blanket purchase order with Sierra Single Ply, Inc. of McClellan, CA for roof repair services in the maximum amount of \$150,000, funded by the Facility Services' FY 2013-14 roofing project budget with no additional net County cost, for the period of April 1, 2014 through March 31, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On January 8, 2013, your Board approved the one-year renewal of a blanket purchase order (BPO) with Sierra Single Ply Inc. as a result of competitive Bid No. 10146 for roof repair services. The resulting BPO expires on March 31, 2014. These services are used by the Department of Facility Services on an as-needed basis to provide necessary roof repairs on County-owned buildings.

Sierra Single Ply has agreed to renew the BPO at the exact same pricing and terms. The department indicates that the vendor has provided satisfactory services meeting the County's requirements. Section 1.3(o) of the Purchasing Policy Manual allows the County to renew contracts based on satisfactory services and reasonable pricing offered by the vendors.

Therefore, your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$150,000 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 Sierra Single Ply, Inc. in the maximum amount of \$150,000 for the period of April 1, 2014 through March 31, 2015. The department has budgeted appropriately for these services in the Capital Projects budget 704873-DeWitt Roofing for FY2013-14.

cc: Valerie Bayne, Administrative Services Manager
Dan Olsen, Supervising Building Crafts Mechanic

