

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: May 20, 2014  
SUBJECT: Telecommunications Parts, Telephone and Cabling Equipment, and Miscellaneous Supplies - Graybar Electric Company, Inc.

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**ACTION REQUESTED**

1. Approve the renewal of a competitively awarded blanket purchase order with Graybar Electric Company, Inc. of Rancho Cordova, CA for telecommunications parts, telephone and cabling equipment, and miscellaneous supplies in the maximum amount of \$150,000, funded by Administrative Services' FY2014-15 budget with no additional net County cost, for the period of July 1, 2014 through June 30, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

The Administrative Services Department's Telecommunications Division has a continuing need to purchase various telecommunications supplies, including voice and data cabling and telephone station parts, in support of the County's voice and data networks. On May 21, 2013, your Board approved the renewal of competitive Bid No. 10101 with Graybar Electric Company and authorized the Purchasing Manager to sign the resulting blanket purchase order (BPO) effective July 1, 2013 through June 30, 2014.

The vendor has agreed to renew for another year at the exact same pricing and terms. The department indicates services have been good and the provisions of the existing contract still meet their needs. The Bid's General Terms and Conditions, Section 15, allows for the renewal of this BPO based on the vendors' satisfactory performance. The resulting BPO will be effective from July 1, 2014 through June 30, 2015.

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 approval, a new BPO will be issued to Graybar Electric Company in the maximum amount of \$150,000 for the period of July 1, 2014 through June 30, 2015. The department has budgeted appropriately for these services in the department's FY2014-15 budget.

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

