

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: August 26, 2014

SUBJECT: Aviation Fuel Purchases – Kropp Holdings Inc.

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. 21372 with Kropp Holdings Inc. of Cockeysville, MD for the as-needed purchase of aviation fuel and related products and services on behalf of the Placer County Sheriff's Office, to increase the blanket purchase order amount by \$115,000 resulting in a new maximum amount of \$210,000, funded by the department's FY2014-15 proposed budget with no new net County cost, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

On June 3, 2014, your Board approved the award of BP021372 to Kropp Holdings Inc. (KHI) for the as-needed purchase of aviation fuel and related products and services on behalf of the Placer County Sheriff's Office (PCSO) in the maximum amount of \$95,000 for the period of July 1, 2014 through June 30, 2015.

PCSO Air Operations Division staff recently requested to combine their aviation fuel requirements into BP021372 with KHI based on the operational advantages that are offered to the department through this program as well as the program's enhanced list of commercial fueling locations that accept the KHI card. This action will streamline the department's aviation fuel requirements to support their overall mission. The department requested that an additional \$115,000 be added to the BPO to support the department's requirements and confirmed that the requested change order amount should sufficiently pay for goods and services procured through June 30, 2015.

The requested increase exceeds the Purchasing Manager's signature authority. Therefore, your Board's approval is required to process a change order to increase the BPO in the amount of \$115,000 for a revised maximum amount of \$210,000 and to authorize the Purchasing Manager to sign the resulting change order.

FISCAL IMPACT

Upon your Board's approval, BP021372 will be increased by \$115,000 to a new maximum amount of \$210,000. PCSO has advised that sufficient funding is available in the department's proposed FY2014-15 budget with no new net County cost.

cc: Judy LaPorte, Administrative Services Manager – Sheriff's Office
Virginia Valenzuela, Senior Administrative Services Officer – Sheriff's Office
Liz Zmyslowski, Senior Accountant Auditor – Sheriff's Office

