

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: October 7, 2014

SUBJECT: Financial Analysis and Related Consulting – Capitol Public Finance Group LLC

ACTION REQUESTED

1. Approve the renewal of a negotiated Blanket Purchase Order with Capitol Public Finance Group LLC of Sacramento, CA for Financial Analysis and Related Consulting Services in the maximum amount of \$75,000, funded by Sewer Maintenance District 1 Regional Sewer capital budget for FY2014-15 with no net County cost, for the period October 1, 2014 through September 30, 2015 and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

Facility Services requires an annual agreement with a consulting firm to perform financial consulting services related to the implementation of the Regional Sewer Project for Sewer Maintenance District 1. Capitol Public Finance Group (CPFG) has been successfully providing these services over the past few years. Section 1.3(a) of the Purchasing Policy Manual exempts these professional services from competitive bidding. On October 8, 2013 your Board approved the renewal of a negotiated Blanket Purchase Order (BPO) to CPFG for these services. The resulting BP020789 expired on September 30, 2014.

Facility Services submitted a request to renew the BPO for an additional year. The department has a need for these services as the County continues to implement the Regional Sewer Project and develop the necessary connection fees as required by the agreement with the City of Lincoln and approved by the Board in October 2013. CPFG has agreed to renew the previous BPO at the same pricing, terms, and conditions. Services are requested on an as-needed basis and billed at CPFG's standard hourly rate.

FISCAL IMPACT

The requested renewal requires your Board's approval. Upon your approval, a new BPO will be issued for the period October 1, 2014 through September 30, 2015 for a requested amount of \$75,000. The department has sufficiently budgeted for these services in the Sewer Maintenance District 1 Regional Sewer capital budget for FY2014-15 with no net County cost.

cc: Mary Dietrich, Director of Facility Services
Valerie Bayne, Administrative Services Manager, Facility Services

