

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *Bmw*
DATE: November 18, 2014
SUBJECT: Kitchen Equipment Repairs – Roseville Equipment Services

ACTION REQUESTED

1. Approve a six month extension of Blanket Purchase Order No. 21044 with Roseville Equipment Services.
2. Approve a change order for Roseville Equipment Services to increase the blanket purchase order amount by \$65,000 resulting in a new maximum amount of \$115,000, funded by the FY2014-15 Facility Services and Probation Departments budgets; and
3. Authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

For the past several years, Placer County has contracted with Roseville Equipment Services of Roseville, CA to maintain service and repair the kitchen equipment in the Auburn Jail's Central Kitchen. The current blanket purchase order (BPO) will expire on December 31, 2014.

The Probation Department– Central Kitchen has been satisfied with the service provided by this vendor. With the opening of the new South Placer Jail Facility, the Central Kitchen has moved meal preparation services to the new South Placer Kitchen Facility. However, during the transition between the Auburn Jail and the new South Placer Jail, meal preparation had to be conducted from both locations causing services to be needed for the kitchen equipment in both South Placer and Auburn Facilities.

In addition, Facility Services is responsible to maintain kitchen equipment in our Placer County Memorial Halls and has requested to be able to utilize this BPO for these services provided by Roseville Equipment Services. Prior to expiration of the extended BPO, Procurement Services will collaborate with both Departments to develop a new Bid for these services.

Therefore, your Board's approval is required to proceed with the extension and issue change order to the existing BPO in the maximum amount of \$115,000 and to authorize the Purchasing Manager to sign the resulting change order.

FISCAL IMPACT

Upon your Board's approval, BP021044 will be increased by the amount of \$65,000 to a new maximum amount of \$115,000 and will be effective through June 30, 2015. The departments have budgeted appropriately for these services in the FY14/15 budget.

cc: Chris Artim, Administrative Services Officer – Probation Department
Valerie Bayne, Administrative Services Manager - Facility Services

