

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: February 3, 2015  
SUBJECT: Biomass Removal Services – CTL Forest Management Inc.

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**ACTION REQUESTED**

1. Approve the annual renewal of a negotiated blanket purchase order with CTL Forest Management Inc. of Placerville for biomass removal services in the maximum amount of \$105,282 for the period of February 3, 2015 to December 31, 2015, funded by several air pollution control grants that are currently encumbered resulting in no general fund costs in the FY 2014-15 budget, and to be included in the FY 2015-16 requested budget with no general fund costs; and
2. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

In July 2008 an agreement was executed with Forest Management Inc. (now called CTL Forest Management) for the removal of selected vegetation, or "biomass", from various forested areas within Placer County. The removal process is performed under a permit obtained by the County from the National Forest Service to reduce the impact of potential wildfires. The material is transported to an approved cogeneration plant which burns the material and converts it to energy. The original agreement with CTL was effective through June 30, 2009 and was subsequently renewed. The current Blanket Purchase Order No. BP021048 expired on December 31, 2014.

The blanket purchase order (BPO) is managed by the Planning Services Division of the Community Development Resource Agency. The Agency has determined that continuing this program is beneficial to the County and submitted a request to renew the BPO with CTL for an additional year. CTL has agreed to renew the BPO with increases to two of twenty-eight hourly and day rates, which Procurement has determined to be reasonable. Purchasing Policy Manual Section 1.3(o) allows the County to renew the BPO based on satisfactory service and if it makes good business sense.

**FISCAL IMPACT**

Upon your Board's approval, a new BPO will be awarded to CTL Forest Management Inc. in the maximum amount of \$105,282 for the period effective February 3, 2015 through December 31, 2015. The Department has already encumbered funds provided by several air pollution control grants resulting in no general fund costs in FY 2014-15, and will be included in the FY 2015-16 requested budget with no general fund costs.

cc: Michael Johnson, Community Development Resource Agency Director  
E.J. Ivaldi, Planning Services Division Deputy Director

