

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: February 24, 2015

SUBJECT: Environmental Lab Analysis Services – Excelchem Environmental Labs

ACTION REQUESTED

1. Approve the annual renewal of a competitively awarded blanket purchase order with Excelchem Environmental Labs of Rocklin for environmental laboratory analysis services in the maximum amount of \$150,000 for the period of February 24, 2015 to December 31, 2015, funded in Facility Services' FY 2014-15 budget, and to be included in the FY 2015-16 requested budget, resulting in no net County cost; and
2. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On December 10, 2013, your Board approved the second renewal of a blanket purchase order (BPO) as a result of competitive Bid No. 10087 with Excelchem Environmental Labs of Rocklin for environmental laboratory services. These lab services are for testing treated water for the presence of a wide variety of chemicals and compounds to assure that the wastewater treatment processes are working properly at Sewer Maintenance Districts 1 and 3, and at County Service Area (CSA) 28 Zone 6 Sheridan Sewer. The BPO with Excelchem expired on February 23, 2015. Facility Services submitted a request to renew the BPO for an additional year. Excelchem has agreed to renew the BPO with price increases averaging 7.63% for various turnaround times for ammonia lab testing. Pricing for all other lab analysis tests will remain the same.

Section 15 of the bid's terms and conditions and Section 1.3(o) of the Purchasing Policy Manual allow renewal of this BPO based on the vendor's satisfactory performance and negotiation of favorable pricing and terms. The department has reviewed the vendor's pricing and concurs with Procurement Services' recommendation.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Excelchem Environmental Labs in the maximum amount of \$150,000 for the period effective February 24, 2015 to December 31, 2015. The Department has budgeted for this service in the Sewer Maintenance Districts and Sewer CSA budgets for FY 2014-15 with no net county cost and will be included in the FY 2015-16 requested budget. Funds are not encumbered until services are rendered against the BPOs.

cc: Valerie Bayne, Administrative Services Manager, Facility Services
Bill Zimmerman, Environmental Engineering Program Manager, Facility Services

