

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: March 24, 2015
SUBJECT: Original Equipment Manufacturer Chevrolet Brand Parts and Dealer Only Services – Winner Chevrolet

ACTION REQUESTED

1. Approve the renewal of a competitively awarded Blanket Purchase Order with Winner Chevrolet of Colfax, CA for the purchase of Original Equipment Manufacturer Chevrolet brand automotive parts and dealer-only services in the maximum amount of \$145,000 on behalf of the Placer County Sheriff's Office, which represents an increase of \$45,000 over the prior contract, for the period of April 1, 2015 through March 31, 2016. Funding is provided by the department's FY 2014-15 budget, and will be included in the department's FY 2015-16 requested budget with no new net County cost; and
2. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Sheriff's Office requires an annual blanket purchase order (BPO) for the purchase of Original Equipment Manufacturer (OEM) Chevrolet brand automotive parts and dealer-only services on an as-needed basis. On April 9, 2014 the Purchasing Manager approved the third renewal of competitive Quote Request No. RQ052463-65-66 with Winner Chevrolet in the maximum amount of \$45,000 for the period of April 1, 2014 through March 31, 2015. On November 18, 2014 your Board approved Change Order No. 1 to BP021147 with Winner Chevrolet which increased the BPO amount by \$55,000 resulting in a new maximum amount of \$100,000. BP021147 will expire on March 31, 2015.

The Sheriff's Office submitted a request to renew the BPO for another one-year term. Winner Chevrolet agreed to renew at the same pricing and terms. The vendor's proposed renewal pricing and terms were determined to be consistent with current market conditions based on commodity data obtained from the US Bureau of Labor Statistics. Section 16 of the General Terms and Conditions of Quote Request No. RQ052463-65-66 allows for the renewal of the existing agreement on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Placer County Purchasing Policy Manual Section 1.3(o) also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

FISCAL IMPACT

Upon your Board's approval a BPO will be awarded to Winner Chevrolet in the maximum amount of \$145,000 and will be effective for the period of April 1, 2015 through March 31, 2016. Purchases will be funded by the department's FY 2014-15 budget and will be included in the department's FY 2015-16 requested budget with no new net County cost.

cc: Mark Giacomini, Administrative Services Manager – Sheriff's Office
Virginia Valenzuela, Senior Administrative Services Officer – Sheriff's Office

365

