

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: April 28, 2015  
SUBJECT: Annual Roof Repair Services – Sierra Single Ply, Inc.

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**ACTION REQUESTED**

1. Approve Blanket Purchase Order renewal with Sierra Single Ply, Inc. for roof repair services, in the amount of \$150,000 for the period of April 28, 2015 to March 31, 2016. Funding is provided in the Capital Projects Fund for FY 2014-15, and will be included in the FY 2015-16 requested budget, with no additional net county cost; and
2. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

On March 11, 2014, your Board approved the one-year renewal of a blanket purchase order (BPO) with Sierra Single Ply, Inc. as a result of competitive Bid No. 10146 for roof repair services. Facility Services continues to require this BPO to provide necessary roof repairs on County-owned buildings. The executed BPO expired on April 27, 2015.

Sierra Single Ply agreed to renew the BPO at the exact same pricing and terms. Section 15 of the General Terms and Conditions of the original bid solicitation allows the renewal of this agreement at the County's option.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$150,000 and to authorize the Purchasing Manager to sign the resulting BPO.

**FISCAL IMPACT**

Upon your Board's approval, a new BPO will be awarded to Sierra Single Ply, Inc. in the maximum amount of \$150,000 for the period of April 28, 2015 through March 31, 2016. The department has budgeted appropriately for this expense in the capital project 704928-Countywide Roofing for FY 2014-15, and will be included in the FY 2015-16 requested budget, with no additional net county cost.

cc: Valerie Bayne, Administrative Services Manager, Facility Services

