

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: Secured Transport – Garda GL West Inc.

ACTION REQUESTED

1. Approve blanket purchase order change order with Garda CL West, Inc. of Chicago, IL for secured and insured transport services in the amount of \$10,000 and increasing the maximum amount to \$60,000. Funding is provided by the Administrative Services Department, Facility Services, and Treasurer-Tax Collector;
2. Approve blanket purchase order renewal with Garda CL West Inc. of Chicago, IL for secured and insured transport services in the maximum amount of \$60,000, for the period of July 1, 2015 to June 30, 2017. Funding is provided by the Administrative Services Department, Facility Services, and Treasurer-Tax Collector. Funding is included in the FY 2014-15 Final Budget and will be requested in the FY 2015-16 and FY 2016-17 budgets; and
3. Authorize the Purchasing Manager to sign the resulting documents.

BACKGROUND

The Administrative Services Department, Facility Services, and Treasurer-Tax Collector require a blanket purchase order for scheduled secured and insured transport services of cash and checks. On June 7, 2012, BP020695 for secured and insured transport services was awarded to Garda CL West of Chicago, IL in the amount of \$50,000 for the period of July 1, 2013 through June 30, 2015.

Procurement Services has determined that the current blanket purchase order (BPO) amount will not be sufficient to pay for the departments' armored transport needs through the end of the current BPO. An additional \$10,000 is required to support the departments' purchase requirements due to an increase in usage for transport services over the current year. The departments continue to require this service to support their operations.

The vendor has agreed to renew the BPO at the same pricing and terms. Services have been good and the provisions of the existing agreement still represent the County's current needs.

The requested increase exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the current BPO in the amount of \$10,000 for a revised maximum amount of \$60,000. Your Board's approval is also required to renew the BPO with Garda CL West in the amount of \$60,000 for the period of July 1, 2015 through June 30, 2017, and to authorize the Purchasing Manager to sign the resulting documents.

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.

FISCAL IMPACT

Upon your Board's approval, BP020695 will be increased by \$10,000 for a revised maximum amount of \$60,000, and a new BPO will be awarded to Garda CL West in the maximum amount of \$60,000 for the period of July 1, 2015 through June 30, 2017. Each department is responsible for budgeting properly for its own expenditures from the Countywide BPO. Funds are not encumbered until products are rendered against the BPO.

