

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: Honorable Board of Supervisors Date: May 19, 2015

From: Ken Grehm, Facility Services Interim Director  
By: Scott Battles, Deputy Director Facility Services

Subject: Floor Covering Installation Services Annual Contract Specifications

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**ACTION REQUESTED:**

1. Approve project specifications for a Blanket Purchase Order contract for countywide flooring installation, at an estimated not-to-exceed cost of \$150,000, and authorize the Department Director, or designee, to advertise for bids.

**BACKGROUND:** Facility Services maintains, and renews on an annual basis, a floor covering installation Blanket Purchase Order (BPO) contract for the purpose of repair and replacement of floor coverings countywide, when repair and/or replacement is required.

Per the Public Contract Code (PCC) your Board must approve plans and specifications for all projects exceeding \$10,000 for construction, modification, repair, and replacement including flooring. This BPO will be set at a not-to-exceed limit of \$150,000 allowing Facility Services to accomplish up to 3,500 square yards of carpet repair and replacement work on an as-needed-basis.

In order to accomplish flooring repair and replacement projects countywide, staff requests your Board's approval of project specifications and to solicit bids for this BPO.

**ENVIRONMENTAL CLEARANCE:** None required.

**FISCAL IMPACT:** The BPO will have a not-to-exceed limit of \$150,000 and be available to execute project requirements on an as-needed-basis. Funding for projects will be provided through project #4927-Countywide Carpet Replacement and through other funding sources as provided by requesting County departments.

AVAILABLE FOR REVIEW AT THE CLERK OF THE BOARD: FLOORING INSTALLATION SPECIFICATIONS

KG/SB/DH/KT

CC: COUNTY EXECUTIVE OFFICE  
PROCUREMENT SERVICES

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