

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: May 19, 2015
SUBJECT: Fixed Wing Aircraft Maintenance – R & T Aviation

ACTION REQUESTED

1. Extend the current Contract No. KN021088 with R & T Aviation LLC of McClellan, CA for fixed wing aircraft maintenance for the Sheriff's Office through June 30, 2017; and
2. Approve an increase to the contract by \$36,000 to a new total of \$84,000, funded by the department's requested budgets for FY 2015-16 and FY 2016-17;
3. Authorize the Purchasing Manager to sign the resulting contract amendment.

BACKGROUND

The Placer County Sheriff's Office (PCSO) requires the services of one firm to provide oversight and management for maintenance to the department's fixed-wing aircraft. R & T Aviation has been providing this service for several years and has met the service requirements of the contract and expectations of the department.

On July 1, 2013 the County executed a Fixed Wing Aircraft Maintenance Agreement; reference KN021088, with Hire Air LLC to service the fixed wing aircraft. Hire Air LLC assigned this contract to its affiliate R & T Aviation with the County's concurrence effective December 2013. Under the terms of the contract, R & T Aviation administers all aspects of the aircraft maintenance, reviews flight logs, assures that notices, service bulletins and airworthiness directives are posted and routed to the appropriate individuals. The contractor also assists in ongoing safety training and helps develop pilot recruitment. This is a highly specialized service with many critical elements.

The original contract period will expire on June 30, 2015. The contract contains an option to extend it for an additional two-year period. PCSO has submitted a request to extend the contract through June 30, 2017 and to increase the total contract amount by \$36,000 to cover their maintenance expenses for the extended period. Your Board's approval is required to extend the contract and increase it to the maximum amount of \$84,000 and to authorize the Purchasing Manager to sign the resulting contract amendment.

FISCAL IMPACT

Upon your Board's approval, Contract No. KN021088 will be increased in the amount of \$36,000 to a new total of \$84,000 and extended through June 30, 2017. Funding for this expense will be requested in the Sheriff's FY 2015-16 and FY 2016-17 budgets.

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

