

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: July 7, 2015

SUBJECT: Commercial Kitchen and Refrigeration Repairs and Maintenance Services – Commercial Appliance Service

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10459 to Commercial Appliance Service for kitchen and refrigeration repairs and maintenance services, in the maximum amount of \$180,000, for the period of July 1, 2015 to June 30, 2016. Funding is provided by the Probation Department and Facility Services.
2. Approve the option to renew the resulting blanket purchase order on a year-to-year basis for two additional one-year periods with a renewal amount not to exceed 10 percent in aggregate of the original award amount of \$180,000.

BACKGROUND

The Probation and Facility Services Departments are responsible for the maintenance and repairs of County commercial kitchen and refrigeration equipment located in the South Placer Adult Correctional Facility and the Auburn Jail as well as Memorial Halls throughout Placer County.

To solicit bids for the purchase of these services, the departments enlisted the assistance of the Procurement Services Division to develop Invitation for Bids (IFB) No. 10459. Sixty- four firms were notified of the IFB, twelve firms accessed the bid documents, and formal responses were received from three firms.

The bids were evaluated on two weighted factors, the firm's pricing and qualifications. The highest scoring and responsive bidder is Commercial Appliance Service of Sacramento, CA. The departments have reviewed the successful bidder's response and concur with Procurement's recommendation. Therefore, your Board's approval is required to award a blanket purchase order in the maximum amount of \$180,000.

FISCAL IMPACT

The cost of Commercial Kitchen and Refrigeration Repairs and Maintenance Services is \$180,000 and is budgeted in the FY 2015-16 Proposed Budget for Probation and Facility Services Departments. The Commercial Kitchen and Refrigeration Repairs and Maintenance Services are included in the total budgeted project cost of \$180,000.

Cc: Valerie Bayne, Administrative Services Manager – Facility Services
Chris Artim, Administrative Services Officer – Probation Department

