

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: October 20, 2015
SUBJECT: Safety Supplies – Fastenal Company

ACTION REQUESTED

Approve a Countywide Blanket Purchase Order with Fastenal Company of Winona, MN for various safety products and supplies using a competitively bid public agency agreement, in the maximum amount of \$300,000 for the period of October 20, 2015 through February 28, 2017. Funding is provided by County departments in the FY 2015-16 Final Budget and will be included in respective department's FY 2016-17 Requested Budgets.

BACKGROUND

County departments purchase various types of first aid and workplace safety supplies on an as-needed basis. These supplies can include items such as coveralls, eye/ear/head protection, sterile and non-sterile gloves, particulate masks, wet/cold weather and high-visibility clothing, road work signs and related equipment, and spill control supplies. Historically the County has sent out a competitive bid which represented the majority of safety supply items the County purchases on a frequent basis, resulting in multiple contracts. On April 17, 2015 the Purchasing Manager approved the third renewal of Bid No. 10131 with Empire Safety & Supply Inc. and Sierra Safety Company and the resulting BPOs expired on September 30, 2015. These multiple awards have not been as effective as desired for most County departments which prompted Procurement staff to consider utilizing a cooperative agreement for safety supplies which would centralize the procurement and contract management with a single firm.

Procurement Services developed Request for Information (RFI) No. RQ059050 which was released via the County's e-Procurement platform (Public Purchase) and was also published on the County's website. The RFI requested information regarding cooperative agreements that are current and in effect as well as cashless vending machine solutions. Thirteen firms responded to the RFI and three firms were invited for interviews with various County staff based on each firm's cooperative contract pricing and terms, product availability, and inventory management solutions. County staff determined that the cooperative contract offered by Fastenal provides the best overall solution for the County's safety supplies needs.

The State of California signed a Participating Addendum with Fastenal which allows Placer County to purchase safety supplies products off the NASPO ValuePoint Contract #1862 (reference State of California Contract #7-11-51-01). There is no fee to the County to use this contract. Purchasing Policy Manual Section 1.3(e)(3) authorizes the County to purchase goods or services obtainable from a private vendor that has a contract with another public agency as a result of a competitive bidding process. The NASPO ValuePoint contract meets this criterion.

Therefore, your Board's approval is required to proceed with a new BPO in the maximum amount of \$300,000.

FISCAL IMPACT

The cost of the BPO for safety supplies is \$300,000. Each department is responsible for budgeting properly for its own expenditures from the Countywide BPO. Funds are not encumbered until goods or services are provided.

cc: Jerry Gamez, Director of Administrative Services

