

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: Patrol Vehicles - Minor Maintenance Services – Auburn Ford

ACTION REQUESTED

Approve the renewal of a competitively awarded blanket purchase order with Auburn Ford of Auburn, CA for the purchase of minor patrol vehicle maintenance services on behalf of the Sheriff-Coroner-Marshall's Office in the maximum amount of \$75,000, for the period of October 1, 2015 through September 30, 2016. Funding is provided by the department's FY 2015-16 Final Budget and will be included in their FY 2016-17 Requested Budget.

BACKGROUND

The Sheriff-Coroner-Marshall's Office - Fleet Division (PCSO) requires an annual blanket purchase order (BPO) for the purchase of minor patrol vehicle maintenance and related services on an as-needed basis. These services support PCSO Fleet staff with maintaining PCSO vehicles in compliance with Title 13, which regulates the standard by which all law enforcement and emergency vehicles must be maintained. Minor vehicle services typically include lube, oil, and filter changes as well as other automotive fluid replacement services and minor repair services. On February 24, 2015 your Board approved Change Order No. 1 to BP021594 with Auburn Ford which increased the BPO amount to \$75,000. BP021594 was the first renewal of competitive Quote Request No. RQ056525 and expired on September 30, 2015.

PCSO submitted a request to renew the BPO for another one-year term. Auburn Ford has agreed to renew at the same pricing and terms. The vendor's proposed renewal is consistent with current market conditions based on commodity data obtained from the US Bureau of Labor Statistics. Section 15 of the General Terms and Conditions allows for the renewal of the existing agreements on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Purchasing Policy Manual Section 1.3(o) also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

Therefore your Board's approval is required to award a new BPO in the department's requested maximum amount of \$75,000 for the period of October 1, 2015 through September 30, 2016.

FISCAL IMPACT

Funding for minor patrol vehicle maintenance services is in the Sheriff-Coroner-Marshall's Office FY 2015-16 Final Budget and will be in their FY 2016-17 Requested Budget.

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

