

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: December 8, 2015

SUBJECT: Industrial Washers and Dryers – Western State Design

ACTION REQUESTED

Approve the award of a negotiated purchase order to Western State Design of Hayward, CA, for the purchase of four new Milnor brand washers and dryers in the total amount of \$198,987. Funding is included in the Sheriff's Office FY 2015-16 Final Budget;

Approve a Budget Revision to transfer \$63,707 within the Sheriff's Jail Corrections and Detention Appropriation from Maintenance Services (\$27,000), Materials (\$26,000) and Professional Services Purchased (\$10,707) to Equipment; and

Increase the Sheriff's Master Fixed Asset List amount for four new Milnor brand washers and dryers by \$63,707, from \$135,280 to \$198,987.

BACKGROUND

The Placer County Sheriff's Office (PCSO) is responsible for providing and maintaining clean laundry to the inmate population in their Correctional Facilities. The Sheriff's Office currently operates two separate laundry facilities, one at the Auburn Jail and another at the South Placer Jail (SPJ). Funding was approved in the FY 2015-16 Final Budget for PCSO to consolidate laundry services into one facility located at SPJ. PCSO has submitted a request to purchase four additional Milnor brand industrial washers and dryers from Western State Design, the same brand they have been operating at SPJ since the facility was first opened.

Although there are other brands of industrial washers and dryers available to purchase, PCSO has indicated they have been extremely satisfied with the overall performance, durability, and ease of use from these particular washers and dryers. Considering PCSO Correctional Staff have standardized to the Milnor machines, they have requested to maintain the same brand already in use at SPJ.

PCSO obtained a price quote from Western State Design to include the washers and dryers, delivery, installation, and taxes. Western State Design is the only distributor and installer on the west coast for Milnor. Purchasing Policy Manual Section 1.3(l) allows for an exception to the competitive bidding process when a commodity can only be purchased from one supplier, usually because of its technologically, specialized unique character, or proprietary nature. The washers and dryers distributed by Western State Design meet this criterion.

Therefore, your Board's approval is required to proceed with the award of a purchase order to Western State Design in the total amount of \$198,987.

FISCAL IMPACT

Upon your Board's approval, a purchase order will be awarded to Western State Design in the total amount of \$198,987 including delivery, installation, and sales tax. Funding for this purchase is included in the Sheriff's Office FY 2015-16 Final Budget. The washers and dryers are on the Master Fixed Asset List, but require a budget revision to increase the amount for this purchase (see attached).

Attachment: Budget Revision

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

PAS DOCUMENT NO.

TECHNICAL BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
20	BR	127,414.00	4

- Cash Transfer Required
- Reserve Cancellation Required
- Establish Reserve Required

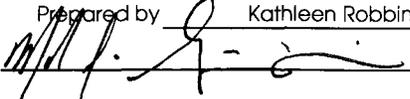
- 11/18/15 Auditor-Controller SL
- County Executive
- Board of Supervisors

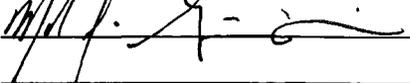
ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT												
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	GL	SubGL	AMOUNT	
											20	015				220012	OSSL3	2404				27,000.00
											20	015				220012	OSSL3	2405				26,000.00
											20	015				220012	OSSL3	2555				10,707.00
											20	014				220012	OSSL3	4451				63,707.00
TOTAL										0.00	TOTAL										127,414.00	

REASON FOR REVISION: Modify Jail COPSLE budget to equipment budget due to unanticipated increases in laundry equipment installation cost .

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Prepared by Kathleen Robbins Ext 7834

Department Head 

Board of Supervisors 

Date: 11/17/15

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Budget Revision # FOR INDIVIDUAL DEPT USE

