

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 26, 2016
SUBJECT: Election Precincts Drayage Services – Chipman Relocations

ACTION REQUESTED

Approve the award of competitive Bid No. 10516 to Chipman Relocations of Sacramento, CA for election precincts drayage services in the amount of \$120,000 for a two-year period of January 26, 2016 through December 31, 2017. Funding is provided by the County Clerk-Recorder's Office FY 2015-16 Final Budget and FY 2016-17 Requested Budget; and

Approve the option to renew the resulting blanket purchase order for two additional two-year terms with renewal amounts not to exceed 10 percent in aggregate of the original award amount of \$120,000.

BACKGROUND

The County Clerk-Recorder/Elections Office is required to supply voting equipment and materials to the approximately 270 to 300 precincts and 175 to 200 polling places throughout the County. This equipment must be delivered to the precincts the day before the election, and returned to the office the day after. A contract for drayage services is essential to assist the office with this task.

On behalf of the County Clerk-Recorder/Elections Office, the Procurement Services Division developed Invitation for Bids No. 10516 to solicit bids for election precinct drayage services. Services are to include pulling election materials from the County's inventory, staging election materials at the Elections warehouse, delivering the materials to polling places on the day before the election, and picking them up and returning them to the warehouse on the day after the election.

The bid was distributed via the County's e-Procurement system to sixteen potential bidders and was also posted on the County's website. Seventeen bidders viewed the bid online and a total of three responsive bids were received. The bids were evaluated based on the lowest responsive price and compliance with the bid specifications, terms, and conditions. The bid results show that Chipman Relocations is the lowest responsive and responsible bidder. No bid protests were received regarding this award recommendation.

Therefore, your Board's approval is required to proceed with the award of a blanket purchase order (BPO) in the maximum amount of \$120,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to Chipman Relocations in the maximum amount of \$120,000 for the period of January 26, 2016 through December 31, 2017. Purchases are fully funded within the County Clerk-Recorder's budget.

cc: Ryan Ronco, Assistant Recorder/Registrar

