



**MEMORANDUM**  
**ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES**  
County of Placer

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Original Equipment Manufacturer Auto Parts and Dealer Services – Winner Chevrolet Inc.

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**ACTION REQUESTED**

Approve the renewal of a competitively awarded blanket purchase order with Winner Chevrolet Inc. of Colfax, CA for Original Equipment Manufacturer (OEM) Chevrolet brand automotive parts and dealer-only services in the maximum amount of \$260,000.00 for the period of April 1, 2016 through March 31, 2017; and

Approve the option to renew the resulting blanket purchase order for two additional one-year periods provided that the renewals do not exceed 10 percent in aggregate of the recommended award of \$260,000; and

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The Sheriff's Office requires an annual blanket purchase order (BPO) for the purchase of OEM Chevrolet brand automotive parts and dealer-only services on an as-needed basis. These parts and services are critical to the Sheriff's fleet maintenance operations. The need for these parts and services has increased significantly over the last several years as more Chevrolet Tahoe patrol vehicles are added to the department's fleet thereby replacing Ford brand patrol vehicles that have exceeded their useful life. On March 24, 2015 your Board approved the fourth renewal of competitive Quote Request No. RQ052463-65-66 with Winner Chevrolet in the maximum amount of \$145,000 for the period of April 1, 2015 through March 31, 2016.

The Sheriff's Office submitted a request to renew the BPO for another one-year term. Winner Chevrolet agreed to renew at the same pricing and terms. The vendor's proposed renewal pricing and terms were determined to be consistent with current market conditions based on commodity data obtained from the US Bureau of Labor Statistics. Section 16 of the General Terms and Conditions of Quote Request No. RQ052463-65-66 allows for the renewal of the existing agreement on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Placer County 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 to Winner Chevrolet in the maximum amount of \$260,000 for the period of April 1, 2016 through March 31, 2017.

**FISCAL IMPACT**

Funding is provided by the Sheriff's Office FY 2015-16 Final Budget and FY 2016-17 Requested Budget with no new net County cost. Funds are not encumbered until purchases are made or services are performed against the resulting BPO.

cc: Mark Giacomini, Administrative Services Manager – Sheriff's Office  
Rosie Dreher, Senior Administrative Services Officer – Sheriff's Office

