



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Heating, Ventilation and Air-Conditioning Parts and Supplies – Refrigeration Supplies Distributor

DATE: May 3, 2016

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 22173 with Refrigeration Supplies Distributor of Roseville, CA for heating, ventilation and air-conditioning parts and supplies in the amount of \$100,000 for a revised maximum amount of \$150,000;

Approve the option to renew the blanket purchase order for one (1) additional one-year term with a renewal amount not to exceed 10 percent in aggregate of the award amount; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On August 19, 2015, Blanket Purchase Order No. 22173 (BPO) was awarded to Refrigeration Supplies Distributor in the amount of \$45,000 for the purchase of heating, ventilation and air-conditioning (HVAC) parts and supplies as needed by the Department of Public Works and Facilities (DPWF). The BPO was awarded for a 15-month period to avoid expiration during the year-end fiscal quarter.

DPWF utilizes this BPO for purchases of equipment, parts and supplies used for HVAC maintenance and repairs at all County facilities. DPWF has been working on several HVAC projects that have increased usage of the BPO. Based on the extended contract period and increased usage of the BPO, DPWF estimates that an additional \$100,000 is required to support purchases through the BPO contract period ending September 30, 2016.

The increase amount of \$100,000 exceeds the Purchasing Manager's authority. Purchasing Policy Manual Section 2.1(g) requires Board approval for a contract change in an amount greater than 10 percent.

FISCAL IMPACT

There is sufficient funding in the FY2015-16 Capital Projects Fund, Project No.4997 Countywide HVAC Replacement, resulting in no new net County cost. Funds are not encumbered until purchases are rendered against the BPO.

cc: Valerie Bayne, Administrative Services Manager, Department of Public Works and Facilities

