



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Janitorial Supplies – Sac-Val Janitorial Supply

DATE: July 26, 2016

ACTION REQUESTED

Approve Blanket Purchase Order renewal with Sac-Val Janitorial Supply of Sacramento, CA for janitorial supplies in the maximum amount of \$265,000 for the period of August 1, 2016 through November 5, 2017; and

Approve the option to renew the resulting blanket purchase order on a year-to-year basis for two (2) additional one-year periods provided the renewal amounts do not exceed 10 percent in aggregate of the original award amount; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities, the Sheriff's Office and Probation Department require a blanket purchase order (BPO) for the purchase of janitorial supplies on an as-needed basis. These supplies are used for the cleaning of numerous County facilities on an ongoing basis. On September 23, 2014, your Board approved the award of a BPO using a competitively bid public agency agreement with SAC-VAL Janitorial Supply of Sacramento, CA for janitorial supplies. The resulting BPO will expire on July 31, 2016.

On October 28, 2014, the City of Sacramento, CA awarded a competitive bid to SAC-VAL Janitorial Supply for janitorial cleaning supplies and equipment. The agreement is effective through November 5, 2017, with the option to renew for two (2) additional years and the vendor has agreed to allow Placer County to use this contract under the same terms and conditions without any additional cost.

Per the Purchasing Policy Manual Section 1.3(e)(3), permits the use of contracts awarded by another public agency, provided the contract was competitively bid and awarded, and that Placer County receives the same or better pricing and terms. The City of Sacramento, CA agreement meets this requirement.

Your Board's approval is required to proceed with the award of a new one-year BPO in the maximum amount of \$265,000.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to SAC-VAL Janitorial Supply in the maximum amount of \$265,000 for the period August 1, 2016 through November 5, 2017. The Department of Public Works and Facilities, the Sheriff's Office and Probation Department budget for these expenses within their own appropriations. Funds are not encumbered until products are ordered against the blanket purchase order.

cc: Valerie Bayne, Administrative Services Manager
Dennis Hughes, Assistant Superintendent
Chris Artim, Senior Administrative Services Officer
Mark Giacomini, Administrative Services Manager
Rosie Dreher, Senior Administrative Services Officer

