



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Heavy Equipment Body Repairs and Painting Services – Transportation Services Inc.

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 22397 with Transportation Services Inc. of Sacramento, CA for heavy equipment body repairs and painting services in the amount of \$70,000 for a revised maximum amount of \$95,000. Funding is provided in the Department of Public Works and Facilities FY 2016-17 Proposed Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On December 22, 2015, the Purchasing Manager approved the award of Blanket Purchase Order No. 22397 (BPO) to Transportation Services Inc. for the as-needed purchase of heavy equipment body repairs and painting services for the period of January 1, 2016 through December 31, 2016.

The Department of Public Works and Facilities (DPWF) utilizes this BPO for heavy equipment body repairs and painting services performed on the County's fleet of transit buses and medium/heavy duty trucks. These services are vital to ensuring that transit buses and heavy equipment are returned to active service as soon as possible to support the various DPWF missions and core functions.

During this BPO period, DPWF has experienced an above-average need to purchase body repairs and painting services. In addition to the above-average requirements, it has been determined that several County vehicles require major body damage repairs and painting services that will not only deplete the remaining BPO amount but will require additional funds to cover the cost of the work needed to return the vehicles to service. DPWF estimates that they will need an additional \$70,000 to pay for all body repairs and painting services performed through the end of the BPO period. The requested increase to this BPO will ensure that repair work can continue uninterrupted and equipment can resume their operations as soon as possible.

Per the Purchasing Policy Manual Section 2.1(c), the requested increase amount of \$70,000 exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

Funds are included in the Department of Public Works and Facilities FY 2016-17 Proposed Budget. Funds are not encumbered until purchases are made against the BPO.

cc: Cynthia Taylor, Senior Administrative Services Officer
Chuck Gordon, Public Works Manager

