



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

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Floor Covering Installation Services – Linoleum Sales Co. Inc. dba Anderson Carpet

DATE: September 27, 2016

ACTION REQUESTED

Approve the renewal of a competitively awarded blanket purchase order with Linoleum Sales Co. Inc. dba Anderson Carpet of Sacramento, CA for floor covering installation services in the maximum amount of \$250,000 for the period of October 1, 2016 through September 30, 2017.

Approve the option to renew the resulting blanket purchase order for one (1) additional one-year period in the amount of \$250,000.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities, Building Maintenance Division (DPWF) is responsible for maintaining buildings throughout Placer County. In support of its maintenance operations, DPWF has a continuing need for an annual contract for floor covering installation and repair services. This annual contract is used for small projects to replace or repair existing floor covering as needed, including carpet tiles, rubber tiles, sheet vinyl, vinyl floor tiles, rubber bases and entry mats. Larger floor covering installation projects will continue to be bid separately on a job-by-job basis.

On August 18, 2015, your Board approved the award of competitive Bid No. 10407 to Linoleum Sales Co. Inc. dba Anderson Carpet for floor covering installation services. DPWF continues to require the services of Anderson Carpet and has requested to renew the resulting blanket purchase order (BPO) for another year. Anderson Carpet has agreed to renew the BPO with unit price increases that have been determined by the Procurement Services Division to be in accordance with the prevailing wage rate increase for this type of work.

Therefore, your Board's approval is required to proceed with the renewal of the BPO in the maximum amount of \$250,000.

FISCAL IMPACT

The cost of the BPO is \$250,000 and is budgeted in the Department of Public Works and Facilities' FY 2016-17 Final Budget Capital Projects Fund, project account 04927-Countywide Carpet Replacement. The BPO amount is included within the total budgeted project cost of \$570,000.

cc: Valerie Bayne, Administrative Services Manager
Dan Slifer, Sr. Supervising Building Crafts Mechanic

