



**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: November 6, 2018

ACTION REQUESTED

Approve the renewal of a competitively awarded contract 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, 2018 through September 30, 2019. Funding provided by the Department of Public Works and Facilities in the FY 2018-19 Final Budget and will be included in the Requested Budget for subsequent years.

Approve the option to renew the resulting contract 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 contract for another year. Anderson Carpet has agreed to renew the contract at the same unit pricing.

The award amount exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy. Therefore, your Board's approval is required to proceed with the renewal of the contract with Linoleum Sales Co. Inc. in the maximum amount of \$250,000.

FISCAL IMPACT

The cost of the contract is \$250,000 and is budgeted in the Department of Public Works and Facilities' FY 2018-19 Final Budget. Funds are not encumbered until services are provided.

