



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors DATE: February 6, 2018
FROM: Brett Wood, Purchasing Manager
SUBJECT: Miscellaneous Industrial Supplies and Tools – Fastenal Company

ACTION REQUESTED

Approve a change order to an agreement with Fastenal Company of Auburn, CA for the purchase of miscellaneous industrial supplies and tools to support countywide operations in the amount of \$30,000 for a revised maximum amount of \$80,000, effective through June 30, 2018.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

County departments require an agreement for the purchase of miscellaneous industrial supplies and tools to support operations. On July 1, 2017, the Purchasing Manager approved an agreement, awarded as a result of a State competitive contract, with Fastenal Company of Auburn, CA for the purchase of miscellaneous industrial supplies and tools in the maximum amount of \$50,000.

A change order is necessary to provide county departments with the means to pay for miscellaneous industrial supplies and tools through June 30, 2018. Procurement Services estimates that an additional \$30,000 will be needed to cover the expenses for future miscellaneous industrial supply and tool purchases through the end of the agreement term.

The requested increase exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Purchasing Policy Manual. Therefore, your Board's approval is required to increase the agreement in the amount of \$30,000 for a revised maximum amount of \$80,000.

FISCAL IMPACT

Upon your Board's approval a change order will be issued increasing a countywide agreement with Fastenal Company to the maximum amount of \$80,000. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until products are delivered against the BPO.

