



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors DATE: January 9, 2018

FROM: Brett Wood, Purchasing Manager

SUBJECT: Carpet and Upholstery Cleaning Services – Butterfield Carpet Care

ACTION REQUESTED

Approve the renewal of an agreement with Butterfield Carpet Care of Roseville, CA, for carpet & upholstery cleaning services at various locations throughout Placer County in the maximum amount of \$75,000 for the period of January 9, 2018 to December 31, 2018. Funding for this agreement is included in the Department of Public Works and Facilities FY 2017-18 Final Budget.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Publics Works and Facilities' (DPWF) Custodial Division is responsible for the cleaning of carpet and upholstery throughout Placer County. In November 2013, the Procurement Services Division awarded competitive Bid No. 10309 to Butterfield Carpet Care of Roseville, CA for carpet and upholstery services in the maximum amount of \$50,000. The agreement has been renewed annually thereafter. The current agreement expired on December 31, 2017.

DPWF continues to require the services of Butterfield Carpet Care and has requested to increase the new agreement's maximum amount by \$25,000 due to adding approximately 110,000 square feet of carpet cleaning services for the 1000 Sunset office building and the South Placer Adult Correctional Facility, and the increased service frequency at the Auburn Jail Facility.

In accordance with Purchasing Policy Manual, the requested renewal amount of \$75,000 exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to proceed with the award of the agreement with Butterfield Carpet Care in the maximum amount of \$75,000 for the period of January 9, 2018 to December 31, 2018.

FISCAL IMPACT

There are sufficient funds in the Department of Public Works and Facilities FY 2017-18 Building Maintenance Final budget. Funds are not expended until services are made against the agreement.

cc: Ken Grehm, Director of Public Works and Facilities
Dennis Hughes, Assistant Superintendent, Facility Services
Valerie Bayne, Administrative Services Manager

