



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

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Locksmith Hardware and Related Supplies – Accredited Lock Supply Company

ACTION REQUESTED

Approve the renewal of an agreement with Accredited Lock & Door Hardware Company dba Accredited Lock Supply Company of Secaucus, NJ, for the purchase of locksmith hardware and related supplies as needed in the maximum amount of \$75,000 for the period of January 1, 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 Public Works and Facilities' Building Maintenance Division (Division) requires an agreement with a firm to supply locksmith hardware and related supplies in support of the Division's maintenance of electronic locks and door hardware at various County facilities. Purchases of locksmith hardware and supplies are made on an as-needed basis.

On November 10, 2016, the Purchasing Manager renewed a competitively bid agreement with Accredited Lock Supply Company for the purchase of locksmith hardware and related supplies as needed. The agreement expired December 31, 2017.

Due to continuing County-wide security upgrades, the Division has requested to renew this agreement in the maximum amount of \$75,000. Accredited Lock Supply Company has agreed to renew at the same percentage discounts off manufacturers' list prices.

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 Accredited Lock Supply Company in the maximum amount of \$75,000 for the period of January 1, 2018 to December 31, 2018.

FISCAL IMPACT

The Department of Public Works and Facilities' Building Maintenance Division has sufficient funds in the FY 2017-18 Final Budget to support these requirements. Funds are not expended until purchases are made against the agreement.

cc: Steve Newsom, Deputy Director, Capital Improvements/Building Maintenance
Brad Boulais, Building Maintenance Superintendent
Valerie Bayne, Administrative Services Manager

