

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: December 11, 2012
SUBJECT: Election Precinct Drayage Services – Chipman Corporation

ACTION REQUESTED

1. Approve the annual renewal of a competitively awarded Blanket Purchase Order (BPO) with Chipman Relocations of Sacramento, CA for Election Precincts Drayage Services in the maximum amount of \$114,900 for the period of January 1, 2013 to December 31, 2013, funded by County revenues with a budgeted net county cost of \$42,130 in FY 2012-2013, the remainder of the funds will be included in the departments FY2013-14 Requested Budget and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

On February 9, 2010 your Board approved the award of Bid No. 9944 to Chipman Corporation (now Chipman Relocations) for Election Precincts Drayage Services. Under the resulting BPO, the vendor has provided logistical and transportation services for the Clerk-Recorder's Elections Division to assure that essential voting materials are transported to and from polling places throughout the western regions of the County. The BPO was renewed with Chipman at the request of the Elections Division and with approval from your Board, for the period February 1, 2012 through December 31, 2012.

The Elections Division has submitted a request to renew the BPO with Chipman for an additional year, citing the vendor's satisfactory performance during the last general election. Section 17 of the bids' terms and conditions permit renewal of the BPO on a year-to-year basis. Chipman has agreed to renew at the same pricing and terms.

FISCAL IMPACT

Upon your approval, the new BPO will be issued in the department's requested maximum amount of \$114,900 for the period January 1, 2013 through December 31, 2013. The department's Fiscal Impact Statement is attached.

cc: Ryan Ronco, Asst. Recorder – Registrar of Voters
Cindy Kelly, Senior Administrative Services Officer, Clerk-Recorder-Elections

Attachment: Clerk-Recorder-Elections Fiscal Impact Statement

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jim McCauley, Clerk-Recorder-Registrar of Voters

DATE: December 11, 2012

SUBJECT: **Fiscal Impact Statement**
Blanket Purchase Order for procurement of drayage services from Chipman Corporation for general and special elections during the 2012 Presidential Election cycle and any special election through 12-31-2013.

Fiscal Impact Statement

1. The department has sufficient funding. The contract services required in the current fiscal year are budgeted appropriately in the FY 2012-13 Final Budget. Any remaining contract work will be requested in the FY 2013-14 Budget. These services are funded by the General Fund.