

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: March 25, 2014
SUBJECT: Automotive Oil and Lubrication Products – Hunt & Sons Inc.

ACTION REQUESTED

1. Approve the renewal of a competitively awarded multi-department blanket purchase order with Hunt & Sons Inc. of Sacramento, CA for the purchase of automotive oil and lubrication products for the Department of Public Works Fleet Services Division and Placer County Fire in the maximum amount of \$85,000, funded by Fleet rate customer revenue and Placer County Fire revenues with no net County cost, for the period of April 1, 2014 through March 31, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Placer County Fire Department (PCFD) and the Department of Public Works Fleet Services Division (DPW) require an annual blanket purchase order (BPO) for the purchase of automotive oil and lubrication products on an as-needed basis which are used to maintain the County's various vehicles and heavy equipment. On April 9, 2013, your Board approved the first renewal of competitive Bid No. 10167 to Hunt & Sons Inc., which resulted in the issuance of BP020512 for the period of April 1, 2013 through March 31, 2014.

Hunt & Sons Inc. agreed to renew at the same pricing and terms. Procurement verified that the current contract pricing is consistent with current market conditions for automotive oil and lube products. Section 15 of the General Terms and Conditions of Bid No. 10167 allows for the renewal of the existing agreement on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Placer County Purchasing Policy Manual Section 1.3(o) also allows for the renewal of a contract based on the vendors satisfactory contract performance.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$85,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval a BPO will be awarded to Hunt & Sons Inc. in the maximum amount of \$85,000 and will be effective for the period of April 1, 2014 through March 31, 2015. This BPO is funded by revenue collected from Fleet rate customers and Placer County Fire revenues with no net County cost.

cc: Rui Cunha, Assistant Director - Emergency Services
Scott Lindgren, Placer County Fire Division Chief-South Operations
Kim Davis, Senior Administrative Services Officer - County Executive Office
Shelley Beninga, Accountant Auditor I - County Executive Office
Cynthia Taylor, Senior Administrative Services Officer - Public Works
Chuck Gordon, Manager-Fleet Operations - Public Works

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