



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

**TO:** Board of Supervisors **DATE:** January 24, 2017  
**FROM:** Brett Wood, Purchasing Manager  
**SUBJECT:** Hydraulic Service Crane Purchase – American Truck & Trailer Body Co., Inc.

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**ACTION REQUESTED**

Approve the award of a negotiated purchase order to American Truck & Trailer Body Co., Inc. of Tracy, CA for the purchase of a hydraulic service crane to be mounted on a County service truck in the total amount of \$59,861. Funding is included in the Department of Public Works and Facilities' FY 2016-17 Final Budget.

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

The Department of Public Works and Facilities' Environmental Utilities Division (DPWF) utilizes service cranes to perform a variety of tasks that require the lifting capability of 10,000 pounds. DPWF has selected the NexStar HC-10 hydraulic service crane to perform these tasks based on the crane's ease of use, lifting capacity and rating. The HC-10 hydraulic service crane is designed specifically for the types of trucks utilized by the DPWF staff which will allow for the crane to be put into service quickly without significant delays.

DPWF submitted a request for purchase and installation of the crane onto a County service truck by American Truck & Trailer Body Co., Inc., who is the nearest authorized dealer and distributor of NexStar equipment in the Northern California region. Purchasing Policy Manual (PPM) Section 1.3(l) allows for an exception to the competitive bidding process for goods and services that can only be purchased from one supplier due to its specialized and unique character. PPM Section 1.3(n) also allows for the purchase of goods or services without competitive bidding if it is reasonably necessary for the conduct of County business. The requested purchase meets both criteria.

Therefore, your Board's approval is required to authorize the award of a purchase order to American Truck & Trailer Body Co., Inc. for the purchase and installation of the hydraulic service crane in the maximum amount of \$59,861 including sales tax.

**FISCAL IMPACT**

This expenditure is included in the Department of Public Works and Facilities' FY 2016-17 Final Budget and included in the FY 2016-17 Master Fixed Asset List.

cc: Ken Grehm, Director of Public Works and Facilities  
Bill Zimmerman, Deputy Director of Public Works and Facilities, Environmental Utilities  
Cynthia Taylor, Senior Administrative Services Officer  
Valerie Bayne, Administrative Services Manager

