

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: June 19, 2012

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Nexus IS, Inc. for NEC Brand Telephone Equipment, Parts, and Repairs in the Maximum Amount of \$110,000.00

ACTION REQUESTED

Approve the renewal of a competitively awarded blanket purchase order (BPO) with Nexus IS, Inc. of Pleasanton, CA for NEC brand telephone equipment, parts, and repairs in the maximum amount of \$110,000.00 and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Administrative Services Department's Telecommunication Division requires a BPO for NEC brand telephone equipment and repairs on an as-needed basis. On June 7, 2011, your Board approved the renewal of BP017711, as a result of competitive Bid No. 9976, to Nexus IS and authorized the Purchasing Manager to sign the resulting BP018748 effective through June 30, 2012.

The Department continues to require NEC brand telephone equipment and services, and submitted a request to renew their BPO for an additional one-year term. Nexus IS agreed to a one-year renewal for the same pricing and terms. Purchasing Policy Manual Section 1.3(o) allows for the renewal of the contracts based on the vendor's satisfactory contract performance. The resulting BPO will be effective from July 1, 2012 through June 30, 2013.

FISCAL IMPACT

Upon your approval, a BPO will be issued to Nexus IS, Inc. in the maximum amount of \$110,000.00. Administrative Services' Fiscal Impact Statement is attached.

Attachment: Administrative Services Fiscal Impact Statement

cc: Kathy Buchanan, Deputy Director of Information Technology

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Kathy Buchanan, Deputy Director of Information Technology

DATE: June 19, 2012

SUBJECT: **Fiscal Impact Statement**

Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Nexus IS, Inc. for NEC Brand Telephone Equipment, Parts, and Repairs in the Maximum Amount of \$110,000.00.

The Administrative Services Department's Telecommunications Division (Department) has sufficient funding to support this request. Funds are not encumbered until items are actually purchased against the Blanket Purchase Order.

The Department has requested sufficient funding for this Blanket Purchase Order in the Telecommunications Division's FY 2012-13 Proposed Budget (02100) submission.