



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: September 10, 2019  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Heating, Ventilation and Air-Conditioning Parts and Supplies – Refrigeration  
Supplies Distributor

---

**ACTION REQUESTED**

Approve the renewal of a negotiated agreement with Refrigeration Supplies Distributor of Roseville, CA for heating, ventilation and air-conditioning parts and supplies in the maximum amount of \$150,000 for the period of October 1, 2019 through September 30, 2020. Funding is provided by the Department of Facilities Management FY 2019-20 Proposed Budget and Requested Budget for FY 2020-21.

Approve the option to renew the resulting agreement for two (2) additional one-year terms in the maximum amount of \$150,000 annually, authorize change orders up to a maximum cumulative amount of \$15,000, consistent with Placer County's Procurement Policy, and authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding.

**BACKGROUND**

On October 24, 2017 your Board approved the renewal of a negotiated agreement with Refrigeration Supplies Distributor for heating, ventilation and air-conditioning (HVAC) parts and supplies. The agreement expires on September 30, 2019. The Department of Facilities Management Building Maintenance Division continues to require an agreement with Refrigeration Supplies Distributor as a local source for expedited purchases of a wide variety of parts and supplies utilized for the maintenance and repair of HVAC systems in County facilities. Refrigeration Supplies Distributor has agreed to renew the agreement for a one-year period at the exact same terms and discounts. Procurement Policy Section 3.5(D) permits the renewal of this agreement when it is determined to be in the best interest of the County.

Therefore, your Board's approval is required to proceed with the renewal of the agreement in the maximum amount of \$150,000 for the period of October 1, 2019 through September 30, 2020. This recommendation supports the Critical Success Factor of supporting the maintenance and upgrade of public serving infrastructure and amenities.

**FISCAL IMPACT**

Funds are included in the Department of Facilities Management's FY 2019-20 Building Maintenance and Capital Projects Proposed Budgets. Funds are not encumbered until purchases are paid against the agreement. Future renewals will not be executed without appropriate available funding.

