



**M E M O R A N D U M**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Increase Contract for Credit Card Fuel Purchases - US Bank National Association

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**ACTION REQUESTED**

Approve an increase to an existing contract with US Bank National Association of Minneapolis, MN for credit card fuel purchases in the amount of \$200,000 for a revised maximum amount of \$700,000 through June 30, 2021.

Authorize the Purchasing Manager to sign the resulting documents.

**BACKGROUND**

The Department of Public Works' Fleet Services Division and the Sheriff's Office require an agreement for fueling County owned and leased vehicles when staff is unable to utilize the County's card lock fuel facility located in Auburn. On January 12, 2021, your Board approved the renewal of an agreement with U.S. Bank National Association, using a NASPO ValuePoint cooperative contract. The County's resulting agreement was awarded in the maximum amount of \$500,000 for the period of January 1, 2021 through June 30, 2021.

Over this contract period, both departments have experienced an increased need for credit card fuel purchases that have consumed the available contract amount. Procurement Services reviewed the contract usage with the two primary user departments and determined that an additional \$200,000 will be necessary to cover outstanding invoices for purchases made through June 30, 2021.

The action requested exceeds the Purchasing Manager's authority and requires your Board's approval. Therefore, your Board's approval is requested to increase the contract in the amount of \$200,000 for a revised maximum amount of \$700,000.

**FISCAL IMPACT**

The Department of Public Works and the Sheriff's Office have sufficient funds in their respective budgets for FY 2020-21 to accommodate these expenses. There is no additional impact to the General Fund.

