

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JUNE 26, 2007**

From: **JD JAMES DURFEE / MARY DIETRICH** *MD*

Subject: **EMERGENCY GENERATOR MAINTENANCE SERVICES**

**ACTION REQUESTED/RECOMMENDATION:** It is recommended that your Board ratify the purchase of preventative maintenance services for emergency generators and approve payment to E.S. Inc., dba Energy Systems in the amount of \$3,990.76.

**BACKGROUND:** In March 2007 the Building Maintenance Division ordered and received services from E.S. Inc., dba Energy Systems for preventative maintenance on three emergency generators located at the Main Jail, Juvenile Detention Facility and the Finance Administration Center. For many years, Energy Systems has provided these services in a timely and cost effective manner.

Because of requirements for insurance, these services must be secured through a Confirming or Blanket Purchase Order issued by the Procurement Division, rather than by a Sub-Purchase Order from the Facility Services Department. Because Facility Services Department utilized an incorrect purchasing path, your Board must take action to ratify the order and approve payment. The Building Maintenance Division is currently working with the Procurement Division to develop a Blanket Purchase Order to properly secure these services in the future.

**ENVIRONMENTAL CLEARANCE:** The performance of these services is Categorically Exempt from the California Environmental Quality Act pursuant to Section 15301 that provides for the operation, repair and maintenance of existing public facilities.

**FISCAL IMPACT:** The cost for these maintenance services are budgeted for annually by the Sheriff's Department, Probation Department and Facility Services.

JD:MD:TP:

cc: COUNTY EXECUTIVE OFFICE  
ADMINISTRATIVE SERVICES DEPARTMENT

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