

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Acting Purchasing Manager *JB*

DATE: October 23, 2007

SUBJECT: Approve the Renewal of Blanket Purchase Order No. 14217 as a Result of Competitive Bid No. 9473 with Sierra West Communications for Professional Voice and Data Cabling Services in the Maximum Amount of \$210,000.00.

ACTION REQUESTED

Approve the renewal of Blanket Purchase Order (BPO) No. 14217 as a result of competitive Bid No. 9473 with Sierra West Communications of Foresthill, CA. for professional voice and data cabling services in the maximum amount of \$210,000.00, and authorize the Acting Purchasing Manager to sign the resulting documents.

BACKGROUND

The Administrative Services' Telecommunications Division requires Professional Voice and Data Cabling Services to support the day to day operations of the Telecommunications Service Group. Your Board approved the award of Bid No. 9473 to Sierra West Communications on October 25, 2005 and approved the first renewal on October 24, 2006. This first renewal BPO with Sierra West Communications will expire on October 31, 2007. The bid allowed for an initial one-year contract with two additional one-year options. Sierra West Communications has agreed to the second one-year renewal of this agreement and has requested a price increase of approximately 15%. This price increase is still lower than the next lowest bid price received in response to Bid No. 9473. The increase was requested to cover additional staff and overhead costs incurred by the vendor, as well as prevailing wage costs. Telecommunications reports that Sierra West Communications has provided satisfactory service to the County.

In accordance with the Purchasing Policy Manual (PPM) Section 1.3(o), County policy allows for the renewal of this contract based on satisfactory service and reasonable pricing.

FISCAL IMPACT

The renewal BPO will be effective from November 1, 2007 through October 31, 2008 in the maximum amount of \$210,000.00. Administrative Services' Fiscal Impact Statement is attached.

CC: Jerry Gamez, IT Division Manager
Sandy Hammock, Senior Administrative Services Officer

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, IT Division Manager

DATE: October 23, 2007

SUBJECT: **Fiscal Impact Statement**
Renewal of Blanket Purchase Order No. BPO14217 with Sierra West
Communications for Professional Voice and Data Cabling Services in the Amount of
\$210,000

1. The Administrative Services Department's Telecommunications Division (Department) has sufficient funding to support this request.

The Department has budgeted appropriately for this Blanket Purchase Order and funding is available in the Telecommunications Division's FY 2007-08 budget.