

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: March 25, 2008

SUBJECT: Approve the Renewal of Blanket Purchase Order No. 14565 as a Result of Competitive Bid No. 9667 with Black Box Network Services for NEC Brand Telephone System Parts in the Maximum Amount of \$75,000.00

ACTION REQUESTED

Approve the renewal of Blanket Purchase Order No. 14565 as a result of Competitive Bid No. 9667 with Black Box Network Services of Bridgeville, PA for NEC Brand Telephone System Parts in the maximum amount of \$75,000.00, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Administrative Services' Telecommunications Division has an ongoing requirement to purchase NEC brand telephone system parts on an as-needed basis. Your Board approved the award of Competitive Bid No. 9667 to Black Box Network Services on April 3, 2007. The current BPO with Black Box Network Services will expire on March 31, 2008. The bid allowed for an initial one-year contract with subsequent one-year renewal options. Black Box Network Services has agreed to a second one-year renewal at the same pricing, terms and conditions as last year. Telecommunications reports that Black Box Network Services has provided satisfactory service to the County.

In accordance with the Purchasing Policy Manual (PPM) Section 1.3(o) and the bid terms and conditions, renewal of this contract is in the County's best interest based on satisfactory service and reasonable pricing.

FISCAL IMPACT

The new BPO will be in the maximum amount of \$75,000.00 for the period April 1, 2008 through March 31, 2009. Administrative Services' Fiscal Impact Statement is attached.

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

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, IT Division Manager

DATE: March 25, 2008

SUBJECT: **Fiscal Impact Statement**

Renewal of Blanket Purchase Order No. BPO14565 with Black Box Network Services for NEC Brand Telephone System Parts in the Maximum Amount of \$75,000.00

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