

**MEMORANDUM**  
**COUNTY OF PLACER**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: September 9, 2008

SUBJECT: Approve the Recommendation to Extend the Authority to Use the Existing Master Lease Agreement with Mike Albert Leasing, Inc. for Vehicle Leasing through June 30, 2009

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**ACTION REQUESTED**

Approve the recommendation to extend the authority to use the existing master lease agreement with Mike Albert Leasing, Inc. for vehicle leasing through June 30, 2009, and authorize the Purchasing Manger to sign all necessary documents.

**BACKGROUND**

On January 4, 2005 your Board approved the award of a countywide fleet vehicle master lease agreement, as a result of competitive Request for Proposal (RFP) 9360, with Mike Albert Leasing, Inc for multi-year open-end lease agreements. Under the master lease agreement, the County owns the vehicles at the end of the lease term. Departments use this agreement if they require vehicles but do not have the capital necessary to procure the vehicles outright. The continued use of this lease agreement gives the County the option to lease fleet vehicles as necessary.

**FISCAL IMPACT**

The extension of the master lease agreement will not in itself obligate the County to a specific amount of expenditures. Funding for lease vehicles will be the responsibility of each individual department as part of the annual budget process.

cc: Clark L. Moots, Director of Administrative Services  
Sandy Hammock, Senior Administrative Services Officer

