

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: June 22, 2010
SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Capitol Clutch and Brake, Inc. for Clutch and Brake Parts and Services in the Maximum Amount of \$60,000.00

ACTION REQUESTED

Approve the renewal of a competitively awarded Blanket Purchase Order (BPO) with Capitol Clutch and Brake, Inc. of West Sacramento for clutch and brake parts and services in the maximum amount of \$60,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Department of Public Works (DPW), Fleet Services Division, requires a contract with a qualified supplier for clutch and brake parts and related services. DPW uses these products to maintain the County's fleet of cars, trucks, buses, and heavy equipment. On May 26, 2009, your Board approved the renewal of BP015863, as a result of competitive Bid No. 9815, with Capitol Clutch and Brake, Inc. for clutch and brake parts and services, and authorized the Purchasing Manager to sign the resulting BPO in the maximum amount of \$60,000.00 for Fleet Services. The resulting BP016743 expires on June 30, 2010.

Capitol Clutch and Brake, Inc. has agreed to renew for another year with a 1.42 percent overall decrease in their parts pricing which compares favorably with the 1.4 percent decrease in the Producer Price Index for motor vehicle brake systems during the previous BPO period. The Purchasing Policy Manual, Paragraph 1.3 (o), allows for the renewal of this contract based on satisfactory service and reasonable pricing offered by the vendor. The resulting BPO shall be effective for the period of July 1, 2010 through June 30, 2011.

FISCAL IMPACT

The resulting renewal BPO will provide clutch and brake parts and services for Placer County Fleet Services in the maximum amount of \$60,000.00. DPW's Fiscal Impact Statement is attached.

Attachment: DPW Fiscal Impact Statement

cc: Chuck Gordon, Fleet Services Manager
Dena Beyer, DPW Administration

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS
County of Placer

TO: Honorable Board of Supervisors

FROM: Ken Grehm, Director

DATE: June 2, 2010

SUBJECT: **Fiscal Impact Statement**
Purchase of Clutch and Brake Parts: RQ051586 Capitol Clutch and Brake BPO

Sufficient funding has been budgeted in the amount of \$60,000 in the Fleet Services 2010/2011 Budget.

RQ051586Capitol Clutch and Brake BPO Fiscal Stmt.doc