

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

To: **BOARD OF SUPERVISORS**

Date: **SEPTEMBER 14, 2010**

From: **JAMES DURFEE / JOEL SWIFT** 

Subject: **RATIFY PURCHASE WITH G & H GLASS INVOICE #60454**

ACTION REQUESTED / RECOMMENDATION: Ratify the purchase of a double glass storefront door and window from G & H Glass, 305 Cherry Ave., Auburn, CA in the amount of \$4,038.68

BACKGROUND: In October 2000, your Board authorized the Property Management Division to negotiate a lease agreement for a Tahoe Sheriff's Patrol Annex in Carnelian Bay. The executed lease agreement contained a provision that required the County, upon termination of the lease, to re-install a door and a window that were modified with the Sheriff's tenant improvements.

On July 1, 2010, the Building Maintenance Division ordered a 7' x 8' double glass door and a 4' x 4' window from G & H Glass to complete an expedited service request so that the lease could be terminated by July 31, 2010. Facility Services utilizes G & H Glass under a Blanket Purchase Order (BPO) vendor for glass replacement and repair. Staff believed the glass door and window were included in the approved products for purchase. Upon receipt of the invoice, it was determined that these products were not included in the G & H Glass BPO. Because Facility Services utilized an incorrect purchasing path, your Board must take action to ratify the order and approve the payment.

ENVIRONMENTAL CLEARANCE: This work completed is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 "Existing Facilities" that allows for an exemption where the project involves negligible or no expansion of an existing use.

FISCAL IMPACT: The outstanding invoice for the door and window is \$4,038.68. All costs associated with the restoration of the facility in compliance with the lease agreement will be paid by the Sheriff's Department.

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT

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