

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

TO: Honorable Board of Supervisors

FROM: Clark Moots, Director of Administrative Services 

DATE: September 27, 2011

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order to Aqua Sierra Controls, Inc. of Auburn for Sewer Instrument Maintenance & Repair Services in the Maximum Amount of \$89,500.00

ACTION REQUESTED

Approve the renewal of a competitively awarded Blanket Purchase Order (BPO) to Aqua Sierra Controls, Inc., of Auburn, CA for sewer instrument maintenance and repair as needed at County operated Waste Water Treatment Plants in the maximum amount of \$89,500.00 and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

Facility Services Utilities Division requires an annual Blanket Purchase Order for maintenance and repair of equipment used at County operated Waste Water Treatment Plants. On October 1, 2006 the Purchasing Manager approved the award of Bid No. 9607 to Aqua Sierra Controls for sewer instrumentation services. The resulting BPO was renewed on a year-to-year basis for four additional one-year periods. The original award and the subsequent renewals were within the Purchasing Manager's signature authority. The current BPO expires on September 30, 2011.

Facility Services has submitted a request to renew the BPO for another year. Aqua Sierra Controls has agreed to renew with requested increases in labor rates of about 2.07%. According to the Bureau of Labor Statistics, the PPI Index for Commercial Equipment Maintenance & Repair has increased 5.6% and the CPI Index US City Average for Water & Sewage Maintenance has increased 5.7% from July, 2010 to July, 2011. Based on these factors the requested increases appear to be reasonable. This is only the vendor's second price increase since the original bid award in 2006. Aqua Sierra's requested price increases are still lower than the only other bidder of Bid No. 9607.

Procurement contacted several prospective vendors to determine their interest in participating in a new bid for these services. The vendors contacted were either not interested in bidding, do not perform maintenance and repair services, or did not return our calls. Re-bidding this service would most likely result in a single bid from Aqua Sierra Controls.

FISCAL IMPACT

Purchasing Policy Manual Section 1.3(o) allows the County to renew this agreement based on satisfactory service and reasonable pricing offered by the vendor. The new BPO for Facility Services will be effective October 1, 2011 through September 30, 2012 in the maximum amount of \$89,500.00. This BPO requires your Board's approval. The department's Fiscal Impact Statement is attached.

Attachment: Facility Services Fiscal Impact Statement

cc: Will Dickinson, Deputy Director - Environmental Engineering/Utilities, Facility Services
Valerie Bayne, Administrative Services Manager, Facility Services

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE: September 27, 2011
SUBJECT: **Fiscal Impact Statement**
BPO for Sewer Instrument Maintenance & Repair Services

The Department of Facility Services requires an annual blanket purchase order for sewer instrument maintenance & repair services. The Environmental Utility Division utilizes this BPO to provide preventative maintenance, service and/or trouble shooting service performed on an as needed basis. The Department has budgeted appropriately in the Sewer Maintenance Districts #1, #2, and #3 and Sewer CSA's