

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BMW*
DATE: July 9, 2013
SUBJECT: OEM HVAC Parts and Supplies – Refrigeration Supplies Distributor

ACTION REQUESTED

1. Approve the annual renewal of a Blanket Purchase Order (BPO) with Refrigeration Supplies Distributor of Roseville, CA, for the purchase of original equipment manufacturer heating, ventilation and air conditioning (OEM HVAC) parts and supplies in the maximum amount of \$75,000 funded in the Building Maintenance budget with no new net county cost, for the period of July 1, 2013 to June 30, 2014, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

Facility Services requires a BPO with a local supplier for the purchase of OEM HVAC parts on an as-needed basis for HVAC maintenance and repairs. Building Maintenance crews must be able to make will-call purchases for urgent repairs. Refrigeration Supplies Distributor in Roseville is located within a reasonable driving distance from the DeWitt Center in Auburn and stocks many of the OEM HVAC parts the County requires. Purchasing Policy Manual Section 7.2 allows the negotiation of BPOs for supplies based on geographic location and unforeseeable usage. The department's BPO with Refrigeration Supplies Distributor expired on June 30, 2013.

Facility Services submitted a request to renew the BPO for an additional year. Refrigeration Supplies Distributor agreed to renew the BPO at the exact same discounts and terms.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to Refrigeration Supplies Distributor in the maximum amount of \$75,000 for Facility Services. The resulting BPO will be effective July 1, 2013 to June 30, 2014. Facility Services' Fiscal Impact Statement is attached.

Attachments: Facility Services' Fiscal Impact Statement

cc: Valerie Bayne, Administrative Services Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE:
SUBJECT: **Fiscal Impact Statement**
OEM Parts and Service

The Department of Facility Services requires an annual blanket purchase order on an as-needed basis for OEM parts, supplies and refrigerant recovery services. The Building Maintenance division maintains buildings throughout Placer County and requires OEM parts and services for HVAC systems. Several new buildings have been added to the Building Maintenance inventory such as Customs House, Tahoe Transit Center, and SPACF.

The Department is requesting a BPO in the amount of \$75,000 and has budgeted appropriately for these parts and services in the Building Maintenance budget for FY13/14.