

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: December 10, 2013

SUBJECT: Countywide Safety Supplies – Empire Safety and Supply Inc., Sierra Safety Company, and California Service Tool Inc.

ACTION REQUESTED

1. Approve the annual renewal of competitively awarded Countywide blanket purchase orders with Empire Safety and Supply Inc. of Roseville, CA, Sierra Safety Company of Newcastle, CA, and California Service Tool Inc. of Sacramento, CA, for various safety and first aid supplies for the period of January 1, 2014 through December 31, 2014, funded by the department budgets for FYs 2013-14 and 2014-15 resulting in no additional net County cost, and authorize the Purchasing Manager to sign the resulting BPOs in the aggregate amount of \$205,000 and transfer funds between BPOs as needed.

BACKGROUND

County departments require BPOs for safety and first aid supplies to sufficiently stock the County's first aid kits and to provide safety equipment solutions to County staff. On March 12, 2013 your Board approved the first renewal of competitive Bid No. 10131 to Empire Safety and Supply Inc., Sierra Safety Company, and California Service Tool Inc. The resulting BPOs are effective through December 31, 2013.

Empire Safety and Supply Inc. agreed to renew at the same pricing and terms and Sierra Safety Company agreed to renew with proposed price decreases of 2.07% overall. California Service Tool agreed to renew with proposed price increases that would result in an increased cost to the County of \$1,312.61 based on the first aid items purchased during the current contract period. The proposed price increases are attributed to the fluctuating costs to manufacture and distribute first aid and medical supplies. These increases have been determined to be acceptable based on the minimal fiscal impact to the County departments. All three vendors have provided satisfactory service to the various County departments and continue to provide products that meet the County's requirements. Section 15 of the General Terms & Conditions of Bid No. 10131 allows for the renewal of the BPOs on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Placer County Purchasing Policy Manual Section 1.3(o) also allows this renewal based on the vendors' satisfactory performance.

FISCAL IMPACT

Upon your Board's approval, Countywide BPOs will be awarded in the maximum aggregate amount of \$205,000. Each department is responsible for budgeting properly for its own expenditures from these Countywide BPOs.

