

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BWD*
DATE: December 10, 2013
SUBJECT: Electric Motor Maintenance and Repair – All Electric Motors, Inc.

ACTION REQUESTED

1. Approve the annual renewal of a negotiated blanket purchase order with All Electric Motors, Inc. of Auburn, CA for electric motor maintenance and repair services in the maximum amount of \$120,000, funded by the Department of Facility Services' FY 2013-14 budget for the Sewer Maintenance Districts #1, #2, and #3 and Sewer County Services Areas with no additional net County cost, for the period of January 1, 2014 through December 31, 2014;
2. Approve Change Order No. 2 to Blanket Purchase Order No. 20334 with All Electric Motors, Inc. of Auburn, CA for electric motor maintenance and repair services increasing the blanket purchase order by \$20,000 resulting in a new maximum amount of \$108,000, funded by the Department of Facility Services' FY 2013-14 budget for the Sewer Maintenance Districts #1, #2, and #3 and Sewer County Services Areas with no additional net County cost; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

BACKGROUND

Facility Services' Utilities Division requires a vendor with a full-service machine shop that is capable of repairing electric motors for the variety of pump manufacturers used by the Division at County-operated wastewater treatment facilities and lift stations. The vendor must be located within Placer County near the Special Districts that Utilities maintains and must be able to fabricate obsolete and hard-to-find parts, furnish electric motors and parts, offer 24-hour emergency services, and provide pickup and delivery service in a short turnaround time.

On December 11, 2012, your Board approved the award of Blanket Purchase Order (BPO) No. 20334 to All Electric Motors of Auburn, CA to provide electric motor maintenance and repair services. The BPO expires December 31, 2013. All Electric Motors has agreed to a one-year renewal at the exact same discount, rates, and terms. The BPO's General Terms and Conditions allow for the renewal of this BPO based on satisfactory service and favorable pricing.

Facility Services has also determined that an additional \$20,000 is needed to support the department's purchase requirements through December 31, 2013 to cover repairs due to the age and an increased quantity of pumps in the ground. The requested increase exceeds the Purchasing Manager's authority.

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Therefore, your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$120,000, process a change order increasing the current BPO in the amount of \$20,000, and to authorize the Purchasing Manager to sign the resulting BPO and change order.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to All Electric Motors in the maximum amount of \$120,000, for the effective period of January 1, 2014 through December 31, 2014, and a change order will be issued to the existing BPO in the amount of \$20,000 for a new maximum amount of \$108,000.

Attachment: Facility Services' Fiscal Impact Statement

cc: Val Bayne, Administrative Services Manager – Facility Services

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE: December 10, 2013
SUBJECT: **Fiscal Impact Statement**
BPO for Electric Motor Parts and Repairs

The Department of Facility Services requires an annual blanket purchase order for the purchase of new electric motors, parts, and repair of various electric motors. The Utilities division utilizes this BPO on an as-needed basis for equipment at County-operated wastewater treatment facilities and lift stations.

The Department has budgeted appropriately for these supplies in the Sewer Maintenance Districts #1, #2, and #3 and Sewer CSA's for FY13-14. The Sewer Maintenance Districts and Sewer CSA's are funded by User Fees with no net county cost.

