

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: December 10, 2013
SUBJECT: Environmental Lab Analysis Services – Excelchem Environmental Labs

ACTION REQUESTED

1. Approve the annual renewal of a competitively awarded blanket purchase order with Excelchem Environmental Labs of Rocklin, CA for environmental laboratory analysis services in the maximum amount of \$150,000, funded by Sewer Maintenance Districts 1 and 3 and CSA 28 Zone 6 Sheridan Sewer's FY2013-14 budgets with no net County cost, for the period of January 1, 2014 to December 31, 2014, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

On January 8, 2013, your Board approved the renewal of a blanket purchase order (BPO) as a result of competitive Bid No. 10087 with Excelchem Environmental Labs of Rocklin, CA for environmental laboratory services. These lab services are for testing treated water for the presence of a wide variety of chemicals and compounds to assure that the wastewater treatment processes are working properly. The BPO with Excelchem expires on December 31, 2013. The BPO is used by Sewer Maintenance Districts 1 and 3, and CSA 28 Zone 6 Sheridan Sewer. Facility Services submitted a request to renew the BPO for an additional year. Excelchem has agreed to renew the BPO with price increases averaging 8.26% for various turnaround times for ammonia lab testing. Pricing for all other lab analysis tests will remain the same.

Section 15 of the bid's terms and conditions and Section 1.3(o) of the Purchasing Policy Manual allow renewal of this BPO based on the vendor's satisfactory performance and negotiation of favorable pricing and terms. The department has reviewed the vendor's pricing and concurs with Procurement Services' recommendation.

Therefore, your Board's approval is required to proceed with a new BPO in the maximum amount of \$150,000 for the period effective January 1, 2014 through December 31, 2014.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Excelchem Environmental Labs in the maximum amount of \$150,000 for the period effective January 1, 2014 through December 31, 2014. The department's Fiscal Impact Statement is attached.

Attachment: Facility Services Fiscal Impact Statement

cc: Valerie Bayne, Administrative Services Manager, Facility Services
Bill Zimmerman, Environmental Engineering Program Manager, Facility Services

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Valerie Bayne, Administrative Services Manager
DATE: December 10, 2013
SUBJECT: **Fiscal Impact Statement**
BPO for Environmental Laboratory Analysis Services

In order to meet State and Federal regulations, the Department of Facility Services requires an annual blanket purchase order for environmental lab analysis services at several County treatment plant facilities and Sewer CSA's.

The total amount of the BPO for Environmental Laboratory Analysis Services is \$150,000 and this expense has been budgeted in the Sewer Maintenance Districts 1, 3, and CSA 28 Zone 6 Sheridan Sewer for FY13/14. The Sewer Maintenance Districts and Sewer CSA's are funded by User Fees with no net county cost.