

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: January 21, 2014  
SUBJECT: Vanpool Vehicle Leases – VPSI Inc.

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**ACTION REQUESTED**

1. Approve Change Order No. 1 to Blanket Purchase Order No. 20270 with VPSI Inc. of Troy, MI for leasing vanpool vehicles for the County's vanpool program to increase the blanket purchase order amount by \$48,000 resulting in a new maximum amount of \$204,200, funded by Transit Development Act revenue with no net County cost for the period of FY 2013-14, and authorize the Purchasing Manager to sign the resulting change order.

**BACKGROUND**

On November 20, 2012, your Board approved the second renewal of competitive Bid No. 9830 for leasing full size passenger vans for the County's Vanpool Program with VPSI Inc. in the maximum amount of \$156,200. The County's Vanpool Program is administered by the Department of Public Works (DPW) – Transit/TART Division for Placer County commuters. As a result, Blanket Purchase Order (BPO) No. 20270 was issued for the period of November 20, 2012 through December 31, 2013.

This BPO represents the last available renewal period specified in Bid No. 9830 and DPW is working with Procurement Services to release a new competitive bid solicitation. In order to allow for sufficient time to solicit bids and present an award recommendation to your Board, BP020270 will need to be extended through March 31, 2014. DPW estimates that an additional \$48,000 will be needed to support the department's vanpool vehicle requirements through March 31, 2014. The requested increase exceeds the Purchasing Manager's signature authority.

Therefore, your Board's approval is required to process a change order to increase the BPO in the amount of \$48,000.

**FISCAL IMPACT**

Upon your Board's approval, BP020270 will be extended through March 31, 2014 and increased by \$48,000 to a new maximum amount of \$204,200. The department has advised that these purchases will be funded by Transit Development Act revenue, with no net County cost, for FY 2013-14.

cc: Cynthia Taylor, Public Works Senior Administrative Services Officer  
Will Garner, Public Works Manager-Transit Services

