

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: January 21, 2014

SUBJECT: Floor Covering Products and Installation – Linoleum Sales Co., Inc. dba Anderson Carpet and Linoleum

ACTION REQUESTED

1. Approve the annual renewal of a competitively awarded blanket purchase order with Anderson Carpet and Linoleum of Sacramento, CA for floor covering products and installation services in the maximum amount of \$137,500, funded by Facility Services' FY 2013-14 final budget with no additional 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

Facility Services requires a qualified firm to provide carpet repairs, installation of carpet and linoleum, and removal of old floor covering at various County buildings. On January 8, 2013, your Board approved the one-year renewal of a blanket purchase order (BPO) as a result of competitive Bid No. 9932 with Anderson Carpet and Linoleum for floor covering products and installation. The executed BPO expired on December 31, 2013.

Anderson Carpet and Linoleum agreed to renew the BPO at the exact same pricing and terms. Purchasing Policy Manual Section 1.3(o) allows the renewal of contracts if it is deemed to be in the best interest of the County based on satisfactory service, reasonable prices, and if it makes good business sense.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$137,500 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Anderson Carpet and Linoleum in the maximum amount of \$137,500 for the period of January 1, 2014 through December 31, 2014. The Department has budgeted appropriately for this expense. Work is funded in the Building Maintenance Budget with no additional net county cost for FY 2013-14.

cc: Valerie Bayne, Administrative Services Manager - Facility Services
Dan Olsen, Supervising Building Crafts Mechanic - Facility Services

