

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 3, 2014
SUBJECT: OEM HVAC Parts and Supplies – Refrigeration Supplies Distributor

ACTION REQUESTED

1. Approve the renewal of a negotiated blanket purchase order with Refrigeration Supplies Distributor of Roseville, CA, for the purchase of original equipment manufacturer heating, ventilation and air conditioning parts and supplies in the maximum amount of \$75,000, funded by a budgeted net County cost in Facility Services' Building Maintenance budget, for the period of July 1, 2014 through June 30, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Department of Facility Services has a continuing need for the purchase of original equipment manufacturer heating, ventilation, and air conditioning parts and supplies in support of the department's maintenance operations. On July 9, 2013, your Board approved the renewal of a negotiated blanket purchase order (BPO) with Refrigeration Supplies Distributor and authorized the Purchasing Manager to sign the resulting BPO effective July 1, 2013 through June 30, 2014.

The department indicates services have been good and the provisions of the existing contract still meet their needs. The vendor has agreed to renew for another year at the exact same discounts and terms. Section 22 of the BPO's General Terms and Conditions allows for the renewal of this BPO based on the vendors' satisfactory performance. The resulting BPO will be effective from July 1, 2014 through June 30, 2015.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$75,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be issued to Refrigeration Supplies Distributor in the maximum amount of \$75,000 for the period of July 1, 2014 through June 30, 2015. The department has budgeted appropriately for these expenses in the department's FY2014-15 proposed budget.

cc: Valerie Bayne, Administrative Services Manager - Facility Services

