

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: June 17, 2014
SUBJECT: Automotive and Heavy Duty Clutch and Brake Parts – Riebes Auto Parts and Capitol Clutch and Brake

ACTION REQUESTED

1. Approve the renewal of competitively awarded blanket purchase orders with Riebes Auto Parts of Auburn, CA and Capitol Clutch and Brake Inc. of West Sacramento, CA for the as-needed purchase of automotive and heavy duty clutch and brake parts on behalf of the Placer County Fire Department and the Department of Public Works Fleet Services Division in the maximum aggregate amount of \$96,000, funded by each department's annual budget with no new net County cost, for the period of July 1, 2014 through June 30, 2015 and authorize the Purchasing Manager to sign the resulting blanket purchase orders and to transfer funds between blanket purchase orders as needed to meet the County's needs.

BACKGROUND

The Placer County Fire Department and the Department of Public Works Fleet Services Division require annual blanket purchase orders (BPOs) for the purchase of automotive and heavy duty clutch and brake parts and relining services on an as-needed basis to support each department's fleet of vehicles, emergency vehicles, and related equipment. On July 23, 2013 your Board approved the second renewal of competitive Bid No. 10095 with Riebes Auto Parts and Capitol Clutch and Brake Inc. The resulting BPOs expire on June 30, 2014.

Both departments submitted requests to renew the BPOs for another one-year term. Riebes Auto Parts and Capitol Clutch and Brake Inc. both agreed to renew with proposed price increases averaging 3.26% and 3.63% respectively. The proposed price increases are attributed to rising costs from clutch and brake manufacturers. Procurement Services determined that these proposed increases are reasonable based on current market trends. Section 15 of the General Terms and Conditions of Bid No. 10095 allows for the renewal of the existing agreements on a year-to-year basis upon the successful negotiation of the renewal pricing and terms. Placer County Purchasing Policy Manual Section 1.3(o) also allows for the renewal of a contract based on the vendors' satisfactory contract performance.

FISCAL IMPACT

Upon your Board's approval, BPOs will be awarded to Riebes Auto Parts and Capitol Clutch and Brake Inc. in the maximum aggregate amount of \$96,000 and will be effective for the period of July 1, 2014 through June 30, 2015. Each department's purchases are funded by their annual budget with no net County cost.

cc: Rui Cunha, Assistant Director - Emergency Services
Kim Davis, Senior Administrative Services Officer - County Executive Office
Cynthia Taylor, Senior Administrative Services Officer - Public Works
Chuck Gordon, Manager-Fleet Operations - Public Works

