

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BW*

DATE: October 7, 2014

SUBJECT: Landscape and Grounds Maintenance Services – Coast LM, Inc.

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**ACTION REQUESTED**

1. Approve the renewal of a competitively awarded blanket purchase order with Coast LM, Inc. of Napa, CA, for landscape and grounds maintenance services in the maximum amount of \$88,000, funded in the Parks & Grounds budget for FY2014-2015 with no additional net County cost, for the period of October 1, 2014 through September 30, 2015;
2. Approve the option to renew for one additional one-year term as long as the renewal amount does not exceed 10 percent of the recommended contract amount of \$88,000; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

The Department of Facility Services has a continuous requirement for an annual blanket purchase order (BPO) for landscape and grounds maintenance services for the Bill Santucci Justice Center. On October 8, 2013, your Board approved the award of competitive Bid No. 10278 to Coast LM, Inc. and authorized the Purchasing Manager to sign the resulting blanket purchase order effective October 9, 2013 through September 30, 2014.

The department requested to increase the BPO by \$13,200 to cover additional services. The vendor has agreed to renew for another year with a 5% overall increase to prices. Procurement Services has determined that the proposed price increases are reasonable and justified. Section 15 of the bid's General Terms and Conditions allows for the renewal of this BPO based on the vendors' satisfactory performance.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$88,000 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 Coast LM, Inc. in the maximum amount of \$88,000 for the period of October 1, 2014 through September 30, 2015. The department has included this service in the Parks & Grounds FY2014-15 budget.

cc: Valerie Bayne, Administrative Services Manager - Facility Services  
Andrew Mills, Parks Superintendent - Facility Services

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