

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: October 21, 2014  
SUBJECT: Patrol Vehicle Equipment and Installation Services – Lehr Auto Electric

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**ACTION REQUESTED**

1. Approve the award of competitive Bid No. 10385 to Lehr Auto Electric of Sacramento, CA for the purchase of patrol vehicle equipment, components, and installation services on an as-needed basis on behalf of the Sheriff-Coroner-Marshall's Office in the maximum amount of \$225,000, funded by the Sheriff-Coroner-Marshall's Office FY 2014-15 budget with no new net County cost, for the period of October 21, 2014 through September 30, 2015;
2. Approve the option to renew the resulting blanket purchase order for three additional one-year terms provided that each renewal amount does not exceed 10 percent in aggregate of the recommended award amount of \$225,000; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

**BACKGROUND**

The Sheriff-Coroner-Marshall's Office requires annual blanket purchase orders (BPOs) for the purchase of patrol vehicle equipment, components, and installation services on an as-needed basis to support the department's fleet maintenance operations. The departments' most recent BPOs expired on September 30, 2014.

On behalf of the Sheriff-Coroner-Marshall's Office, the Procurement Services Division developed Invitation for Bids No. 10385 to solicit competitive bids for the department's patrol vehicle equipment and installation service requirements. The bid was distributed via the County's e-Procurement system to fifty potential bidders and was posted on the County's website. Twenty-four vendors accessed the bid documents online. Lehr Auto Electric was the sole bidder and is the County's most recent provider of patrol vehicle equipment and installation services. Based on the department's satisfaction with the vendor's past contract performance and quality of work, the department concurs with Procurement's recommendation to award Bid No. 10385 to Lehr Auto Electric.

Therefore, your Board's approval is required to proceed with a BPO in the maximum amount of \$225,000 and to authorize the Purchasing Manager to sign the resulting BPO.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Lehr Auto Electric in the maximum amount of \$225,000 for the period of October 21, 2014 through September 30, 2015. The department's purchases are funded by their annual budget with no net County cost. Funds are not encumbered until products are delivered or services are rendered against the BPO.

cc: Mark Reed, Support Services Commander – Sheriff's Office  
Virginia Valenzuela, Senior Administrative Services Officer – Sheriff's Office  
Liz Zmyslowski, Senior Accountant Auditor – Sheriff's Office

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