

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: April 7, 2015
SUBJECT: Public Outreach & Education for Water, Wastewater, and Solid Waste – Extension of Qualified Lists

ACTION REQUESTED

1. Approve a six-month extension of competitively adopted Qualified List No. 9943 for Public Outreach & Education for Water, Wastewater, and Solid Waste to be provided as needed for Facility Services and Western Placer Waste Management Authority for the period of May 1, 2015 through September 30, 2015;
2. Approve the extension of Blanket Purchase Order No. 21246, which was awarded from Qualified List No. 9943, through September 30, 2015; and
3. Authorize the Purchasing Manager to sign all necessary documents to execute the above actions.

BACKGROUND

On April 6, 2010 your Board approved the award of competitive Request for Qualifications (RFQ) No. 9943. As a result, a list of qualified firms was adopted for the period of April 6, 2010 through April 5, 2013 to provide Public Outreach & Education for Water, Wastewater, and Solid Waste programs operated by Placer County Facility Services, Environmental Engineering Division, and the Western Placer Waste Management Authority (WPWMA). A total of ten firms were named to the Qualified List, to provide four categories of service. Your Board subsequently approved two extensions of the Qualified List. The last extension will expire on April 30, 2015.

On April 24, 2014 Procurement awarded Blanket Purchase Order (BPO) No. 212146 to Moore, Iacofano, Goltsman Inc. (MIG) for graphic design services. MIG was selected from the Qualified List. The BPO will expire on March 31, 2015.

Facility Services and WPWMA have been satisfied with the service provided by the firms on this Qualified List, however, there are no further renewal options. Both agencies have indicated it will take several more weeks to develop the scope of work for the RFQ. The agencies have requested an extension of Qualified List No. 9943 and BPO No. 21246 through September 30, 2015.

FISCAL IMPACT

There is no immediate fiscal impact resulting from the extension of the Qualified List or BPO No. 21246. Any new contracts awarded from the Qualified List will be negotiated with one or more firms as needed, and the resulting expenditures will be funded by existing budgets or project funds, as appropriate. Contracts of \$50,000 or less may be executed by the Purchasing Manager. Contracts which exceed \$50,000 will require your Board's approval. Funds for BPO No. 21246 are not encumbered until services are rendered against the BPO.

CC: Kevin Bell, Program Manager, Facility Services, Environmental Engineering
Eric Oddo, Program Manager, Western Placer Waste Management Authority

