

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: April 28, 2015
SUBJECT: Automotive Fasteners – TIFCO Industries

ACTION REQUESTED

1. Approve blanket purchase order change order with TIFCO Industries, Inc. of Citrus Heights, CA for the as-needed purchase of automotive fasteners in the amount of \$20,000, extending the time period from March 31, 2015 to June 30, 2015, and increasing the maximum amount to \$70,000. Funding is provided by the Department of Public Works and Placer County Fire; and
2. Authorize the Purchasing Manager to sign the resulting document.

BACKGROUND

The Department of Public Works – Fleet Division and Placer County Fire require the purchase of automotive fasteners and related supplies to support their fleet and equipment maintenance operations. On January 23, 2014, BP021056 for Automotive Fasteners was awarded to TIFCO Industries, Inc. of Citrus Heights in the amount of \$50,000 for the period of January 1, 2014 to March 31, 2015.

Procurement Services has determined an additional \$20,000 and a three-month extension to the blanket purchase order (BPO) is required to support the departments' purchase requirements and conduct a competitive bid solicitation. A solicitation will ensure that the County is fulfilling their obligation of promoting competition to obtain the most responsible and responsive vendor available.

The requested increase and extension exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the current BPO in the amount of \$20,000 for a revised maximum amount of \$70,000, to extend the BPO through June 30, 2015, and to authorize the Purchasing Manager to sign the resulting document.

FISCAL IMPACT

Upon your Board's approval, BP021056 will be increased by \$20,000 for a revised maximum amount of \$70,000 and will be extended through June 30, 2015. Each department is responsible for budgeting properly for its own expenditures from the Countywide BPO. Funds are not encumbered until products are rendered against the BPO.

cc: John McEldowney, Emergency Services Program Manager – Office of Emergency Services
Chuck Gordon, Fleet Operations Manager – Public Works

