

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: June 16, 2015

SUBJECT: Telecommunications Parts, Telephone and Cabling Equipment, and Miscellaneous Supplies – Graybar Electric Company, Inc.

ACTION REQUESTED

1. Approve Blanket Purchase Order renewal with Graybar Electric Company, Inc of Rancho Cordova, CA for telecommunications parts, telephone and cabling equipment, and miscellaneous supplies in the maximum amount of \$150,000, no increase over the prior contract, for the period of July 1, 2015 to June 30, 2016. Funding is provided by Administrative Services, Telecommunications Division;
2. Approve the option to renew resulting blanket purchase order on a year-to-year basis for two additional one-year terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount.

BACKGROUND

Administrative Services' Telecommunications Division requires an annual blanket purchase order (BPO) for the purchase of various telecommunications parts, telephone and cabling equipment, and miscellaneous supplies on an as-needed basis.

On May 20, 2014, your Board approved the annual renewal of a blanket purchase order with Graybar Electric Company, Inc. for the purchase of telecommunications parts and supplies on an as-needed basis. The resulting BPO expires on June 30, 2015.

Graybar has agreed to renew for another one-year term and has submitted pricing based on the US Communities Contract pricing structure with an additional discount off contract pricing. The department indicates that service has been good and the provisions of the US Communities Contract represent the County's current needs.

Purchasing Policy Manual Section 1.3(o) allows for the renewal of these contracts based on the vendors' satisfactory contract performance. The department concurs with Procurement's recommendation to renew with Graybar. Therefore, your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$150,000.

FISCAL IMPACT

Upon you Board's approval, a BPO will be awarded to Graybar Electric Company, Inc. in the maximum amount of \$150,000 for the period of July 1, 2015 through June 30, 2016. Funding is available in the FY 2015-16 requested budget. Funds are not encumbered until services are rendered against the BPO.

cc: Kathy Buchanan, Deputy Director of Information Technology
Dieter Wittenberg, Information Technology Manager

