



CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL

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| Short Name/Subject Blanket Purchase Orders | Board Meeting Date October 9, 2018 | Agenda Number 6 |
| Dept: Public Works Contact: Matthew Boyer Phone: 209/754-6401 | Supervisory District Number Countywide | Consent Agenda |
| Published Notice Required? No Public Hearing Required? No | | Estimated Time: 0 Minutes |
| Type of Document? Action Item PowerPoint Presentation Included? No Budget Transfer Included (Must be signed by Auditor)? No Complete Agreement Required? No Position Allocation Change? No | | |

RECOMMENDATION:

Approve Blanket Purchase Orders for Calaveras Auto Supply in an amount not to exceed \$95,000; George Reed, Inc. in an amount not to exceed \$565,000, HOLT of California in an amount not to exceed \$95,000, Hunt and Sons in an amount not to exceed \$155,000; and Valley Pacific Petroleum in an amount not to exceed \$65,000 for the period of July 1, 2018 through June 30, 2019.

DISCUSSION/SUMMARY:

Annually, the Department of Public Works (DPW) requests Blanket Purchase Orders (BPOs) for the procurement of auto and heavy equipment parts, outside vendor maintenance services, road maintenance materials, and fuel.

DPW makes routine purchases from a large number of vendors throughout Calaveras County. The BPOs that are being requested through this board action are needed to allow for purchases that may exceed the authority of the Director of Public Works and the County Administrative Officer acting as the Purchasing Agent. Based on purchasing trends from prior fiscal years, it is anticipated that BPOs will be needed with the following vendors for Fiscal Year 2018-19, as detailed in the table below.

| VENDOR | PRODUCT | BPO AMT |
|--------------------------|--|---------|
| Calaveras Auto Supply | Auto and Equipment Parts and Materials | 95,000 |
| George Reed, Inc. | A/C, A/B, Rock, Road Maintenance Materials | 565,000 |
| HOLT of California | Equipment Parts, Equipment Maintenance Services, Equipment Rentals | 95,000 |
| Hunt and Sons | Gas/Diesel Fuel, Oil Products | 155,000 |
| Valley Pacific Petroleum | Gas/Diesel Fuel, Oil Products | 65,000 |

This request for BPOs is necessary to meet the requirements of County Code § 3.28.200 – Blanket Purchase Orders which states that “Blanket Purchase Orders may be used for:

- A. Repetitive and miscellaneous low-dollar purchases to fill day-to-day operational needs;
- B. Maintenance and repair contracts;
- C. Other contractual agreements over a specific period of time.”

FINANCING:

There is no impact to the County General Fund.

Adequate budget appropriations to cover of the purchases under these BPOs are included in the FY 2018-19 Department of Public Works budget.

ALTERNATIVES:


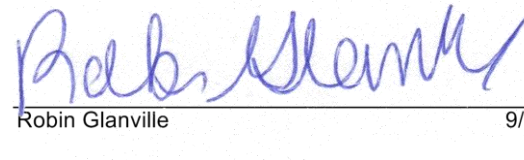
The Board may choose to do any of the following:


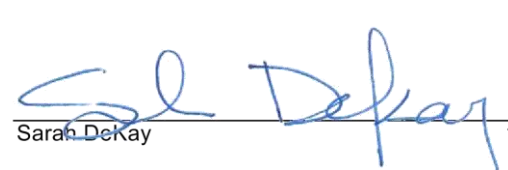
- A. Uphold the department's recommendation to approve these BPOs;
- B. Continue the item to another date for further consideration. This option is not recommended unless the Board specifically requests additional information which cannot be obtained during this meeting; or
- C. Deny the request. This is not recommended as doing so would prevent the department from providing services necessary to carry out the department's mission.

OTHER AGENCY INVOLVEMENT:

County Administrative Office

APPROVED BY:

| | |
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|  |  |
| Matthew Boyer, Interim Public Works Director | Robin Glanville |
| 9/20/2018 | 9/27/2018 |

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| Tim Lutz, County Administrative Officer | Sarah DeKay |
| 10/1/2018 | 10/3/2018 |