



**CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL**

<b>Short Name/Subject</b> Blanket Purchase Orders	<b>Board Meeting Date</b> July 23, 2019	<b>Agenda Number</b> <b>10</b>
<b>Dept:</b> Public Works <b>Contact:</b> Joshua Pack <b>Phone:</b> 209/754-6402	<b>Supervisory District Number</b> Countywide	Consent Agenda
<b>Published Notice Required?</b> No <b>Public Hearing Required?</b> No		<b>Estimated Time:</b> 0 Minutes
<b>Type of Document?</b> Action Item <b>PowerPoint Presentation Included?</b> No <b>Budget Transfer Included (Must be signed by Auditor)?</b> No <b>Complete Agreement Required?</b> No <b>Position Allocation Change?</b> 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 \$150,000; Hunt and Sons in an amount not to exceed \$155,000; and Valley Pacific Petroleum in an amount not to exceed \$80,000 for the period of July 1, 2019 through June 30, 2020.

**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 2019-20, as detailed in the table below.

<b>VENDOR</b>	<b>PRODUCT</b>	<b>BPO AMT</b>
Calaveras Auto Supply	Auto and Equipment Parts and Materials	\$95,000
George Reed, Inc.	Asphalt Concrete, Asphalt Base, Rock, Road Maintenance Materials	\$565,000
HOLT of California	Equipment Parts, Equipment Maintenance Services, Equipment Rentals	\$150,000
Hunt and Sons	Gas/Diesel Fuel, Oil Products	\$155,000
Valley Pacific Petroleum	Gas/Diesel Fuel, Oil Products	\$80,000

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.”

In the next several weeks, DPW intends to work collaboratively with the County Administrative Office to prepare solicitation documents resulting in purchase orders to the lowest responsive, responsible bidders utilizing the formal competitive solicitation process.

**FINANCING:**

There is no impact to the County General Fund.

Adequate budget appropriations for the purchases under these BPOs are included in the FY 2018-19 Department of Public Works budget (10200760 - 5182, 5183, 5411, 5391, 5480).

**ALTERNATIVES:**

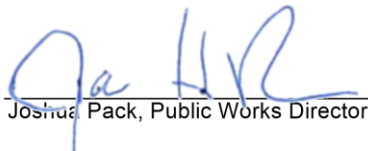
The Board may choose to do any of the following:

- 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:**

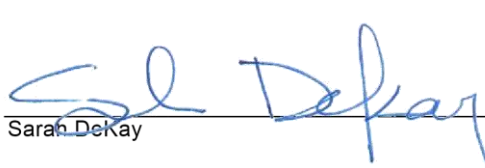
  
Joshua Pack, Public Works Director

7/1/2019



Diane Severud, Deputy Clerk of the Board of Supervisors

7/3/2019

  
Sarah DeKay

7/10/2019



Albert Alt, County Administrative Officer

7/12/2019