

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: July 21, 2015
SUBJECT: Automotive Fasteners – Fastenal

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10451 to Fastenal of Auburn, CA for the purchase of fasteners and related supplies in the maximum amount of \$100,000 for the period of July 21, 2015 through June 30, 2016. Funding is provided in the FY 2015-16 Proposed Budget by the various departments that will utilize this blanket purchase order.
2. Approve option to renew resulting blanket purchase order for two additional one-year terms with a renewal amount not to exceed 10 percent in aggregate of the original award amount.

BACKGROUND

The County requires an annual county-wide blanket purchase order (BPO) for the purchase of fasteners and related supplies to adequately maintain the fleet of approximately 1100 county vehicles and maintenance repair and operation of approximately 130 county facilities. The most recent BPO expired on June 30, 2015. To establish a new BPO, the Procurement Services Division developed Invitation for Bids (IFB) No. 10451 for the purchase of fasteners to be used by DPW Fleet Division and OES/Fire.

Twenty-one vendors were notified of the IFB eleven bidders accessed the bid documents, and responses were received from five firms. The bids were evaluated based on pricing for fasteners and supplies and included estimated annual quantities where available, as well as compliance with the bid specifications, terms, and conditions. As a result of the bid evaluation, Procurement recommends the award Bid No. 10451 to Fastenal Company.

Effective January 1, 2016, the Sheriff's Office and Facility Services will be added to this contract. The \$100,000 maximum amount includes their anticipated expenditures.

Your Board's approval is required to proceed with the award of a BPO in the maximum amount of \$100,000 and to authorize the Purchasing Manager to sign the resulting blanket purchase order and related documents.

FISCAL IMPACT

Funding is provided in the FY 2015-16 Proposed Budget by the various departments that will utilize this blanket purchase order. Funds are not encumbered until services are provided.

