



CALIFORNIA
Department of Child Support Services

LCSA Purchase Request, Notification, or Contract Submission Form

1.0 LCSA Contact Information

LCSA:

Contact Name:

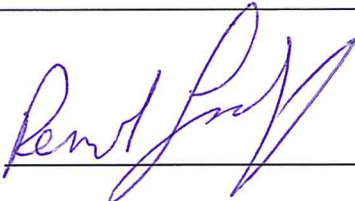
Phone Number:

Contact E-mail:

State Fiscal Year of Submission:

LCSA Approver:

Print Director or Designee's Name:

Signature: 

Date Signed:

2.0 General Information

Identify submission type: Purchase Approval Notification CATS Quarterly Purchase List

Select a purchase approval category:

Land/Building Purchase Land/Building Renovation Vehicle

Software Development Software that interfaces with CSE Application that transmits or contains child support data

Description of good and/or service:

We are requesting formal approval to purchase a generator for our leased facility. This request was approved via the reallocation process. Three quotes are attached. The quote that we are going with is for Grainger model #QT07068GVAC, in the amount of \$17,996.44. In addition, there will be charges for:

- * Propane tank and piping
- * Any trenching and backfill
- * Any county permits of fees

The reallocation was approved for up to \$75K. However, the latest estimates are that it will be less than that amount.

Statement of problem or opportunity:

Due to the recent Power Safety Shut Offs (PSPS) here in El Dorado County, we are requesting reallocation funds for the purchase of a generator for our leased facility.

Our October/November PSPS report that was submitted and attached to this request, shows that we logged \$29K in salary and benefits because of having to release our employees because we did not have power in the building. If we had a generator back-up in place, we would be able to continue servicing our customers throughout the event.

Describe the impact(s) and/or risk(s) if the request is not approved:

As stated above our request for the generator purchase was approved via the reallocation process, and will be presented to our county Board of Supervisors for their approval as well. If the request is not approved, we will continue with business as usual, which includes a plan in the event of power outages, which includes sending staff home, during those situations.

LCSA confirms this transaction complies with Title 2 CFR regulations that pertain to building and land use, property trust, building renovations, depreciation, insurance coverage, disposition, and reporting requirements.

3.0 Budget Analysis

Request Category	One-Time Costs	Ongoing Costs per Year
Land/Building Renovation	<input type="text" value="\$17,996.44"/>	<input type="text" value="\$0.00"/>
Installation Charges	<input type="text" value="\$41,500.00"/>	<input type="text" value="\$0.00"/>
Tax	<input type="text" value="\$1,304.74"/>	<input type="text" value="\$0.00"/>



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Select No. of Years Affected	<input type="text" value="1"/>	<input type="text" value="\$60,801.18"/>	<input type="text" value="\$0.00"/>
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Budgeting

- Administrative Funding
- EDP Funding
- Other Funding

List Other Funding Source:

Reallocation funding

Procurement Method

- Purchase through a Master Purchase Agreement
- Conduct a Competitive Procurement
- Single -Source Procurement as required by 2 CFR 200.320(f)

4.0 DCSS USE ONLY

DCSS Review and Decision

Review Team

Date of Recommendation:

Recommendation:

- Conditionally Approved
 Approved
 Denied

Comments:

Final Sign Off:

- Deputy Director, Administrative Services Division
 Chief Financial Officer, Administrative Services Division

Signature:

Date: