



Legislation Text

File #: 20-1098, **Version:** 1

Health and Human Services Agency (HHS) recommending the Board:

- 1) Approve and ratify a Purchase Card (PCard) transaction in the amount of \$18,546.47 paid to KaTom Restaurant Supply, Inc., for the purchase of a blast chiller for the HHS Senior Nutrition Program; and
- 2) Authorize the Auditor Controller to accept a confirming Purchase Order to close out the PCard transaction for same.

FUNDING: State General Fund.

DISCUSSION / BACKGROUND:

In January 2020, HHS Senior Nutrition obtained three (3) quotes to purchase a Blast Chiller for the Senior Nutrition Program on the premise of receiving State augmented funds specific to the Senior Nutrition Program. This required a budget transfer which was processed in April 2020, just as the Covid-19 Pandemic was unfolding. At the same time, due to the health threat, the senior population was asked to stay home and congregate meals held at the Senior Center were put on hold; however, meal requests increased as this population was asked to shelter in place.

The need for the meal preparation multiplied to the point of needing additional food containment equipment with the Blast Chiller being one of the items. Also, during this timeframe, there were multiple emergent purchasing needs for the Agency such as sanitizing products, computer equipment for telecommuting, masks, Zoom licensing, etc., to support the Agency's clients and staff members for both the West slope and South Lake Tahoe.

The County Purchasing Ordinance requires three (3) quotes for fixed assets with a PO being issued to the vendor with the lowest price. At the time of the purchase, the original quote had expired. HHS obtained a revised quote; however, due to the increased workload and fast-paced environment, neglected to obtain revised quotes from the other two (2) vendors or issue a PO. This caused the purchase to be out of compliance with the County Purchasing Policy, which requires three (3) quotes obtained at the same time and a PO for fixed assets. After the purchase, three (3) quotes from the vendors were obtained on August 12, 2020. Once again, KaTom was the lowest bid. The vendor that was selected had the lowest bid before and after the purchase when all three (3) quotes were obtained.

ALTERNATIVES:

The vendor has already been paid with the PCard. Disapproval of this item would not allow HHS to close out the PCard transaction through the Auditor Controllers office.

PRIOR BOARD ACTION:

- 1) 04/21/2020, 20-0475, Blast Chiller Fixed Asset, Approved
- 2) 05/12/2020, 20-0574, Blast Chiller Budget Transfer, Approved

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

N/A

CAO RECOMMENDATION:

Approve as recommended.

FINANCIAL IMPACT:

A budget transfer was completed (05/12/2020, 20-0574) to increase the FY 2019/20 budget for this purchase.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT:

N/A

CONTACT

Don Semon, Director