



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Legislation Text

File #: 10-1302, Version: 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board:

- 1) Award Bid No.11-204-026 for the purchase of Computers: Desktops, Laptops, Monitors and Related Items to the low qualified bidder, Helm Technical Service of El Dorado Hills, CA., upon conclusion of the ten (10)-day bid protest period which ends on December 16, 2010;
- 2) Authorize the Purchasing Agent to issue a blanket purchase order in the amount of \$160,000 for a four (4) month period following Board approval; and
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis during the awarded period as long as funding is available within the requesting Department's budget.

FUNDING: Various.

| | | |
|---------------------------|-----------|-----------|
| BUDGET SUMMARY: | | |
| Total Estimated Cost | | \$160,000 |
| | | |
| Funding | | |
| Budgeted | \$160,000 | |
| New Funding | \$ | |
| Savings | \$ | |
| Other | \$ | |
| Total Funding Available | \$160,000 | |
| Change To Net County Cost | | \$160,000 |
| | | |

REASON FOR RECOMMENDATION: At the request of the Information Technologies Department, the Procurement and Contracts division issued an Invitation to Bid for computer equipment, including desktops, laptops, monitors and related items. The Computers and related items will be used by El Dorado County staff in the performance of their jobs. Eight (8) invitation to bid notification letters were mailed; three (3) qualified responses were received, one from a local vendor. The purpose of the bid was to secure pricing for the purchase of computer hardware to replace obsolete or broken hardware in various departments. Generally, a computer is replaced after 4-5 years in service. The estimated quantities on the bid document were based on departments' budgets for replacement hardware; however, purchases will only be made as needed, and with the input of the Information Technologies Department.

Board of Supervisors Policy C-17 provides for a ten (10) day period in which bidders may file protests of the process. The ten (10)-day period will end on December 16, 2010. Rather than wait until the next meeting on January 4, 2011, it is recommended that the Board authorize the Purchasing Agent to make award upon conclusion of the protest period and report back to the Board during CAO notes on January 4, 2010. The alternative would be for the Information Technologies

Department to postpone any computer related purchases for three (3) weeks.

FISCAL IMPACT/CHANGE TO NET COUNTY COST: Procurement and Contracts has been advised that funding is available within the various Departments' budgets.

ACTION TO BE TAKEN FOLLOWING APPROVAL: Following Board approval, the Procurement and Contracts division will issue a blanket purchase order in the amount of \$160,000.00 to Helm Technical Service of El Dorado Hills, CA.

Contact: Eric van Leeuwen, Buyer I xt 5834

Concurrences: