

PLACER COUNTY

ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: Honorable Board of Supervisors
FROM: Andy Marks, Information Technology Manager *A.M.*
DATE: January 10, 2012
SUBJECT: Approve Change Order No. 3 in the Amount of \$55,000 to Blanket Purchase Order No. 17664 with Nexus IS, Inc. for On-Site Maintenance and Engineering Services in Support of the County's Enterprise Telephone Network.

ACTION REQUESTED/RECOMMENDATION

Approve Change Order No. 3 to Blanket Purchase Order No. (BPO) 17664 in the amount of \$55,000 with Nexus IS, Inc. of Pleasanton, CA for on-site maintenance and engineering services in support of the County's Enterprise Telephone Network; and authorize the Purchasing Manager to sign the resulting change order for a revised maximum amount of \$187,414.

BACKGROUND

The Telecommunications Division utilizes professional on-site maintenance and engineering services to supplement Telecommunications technical staff in support of the County's Enterprise Telephone Network. To meet this requirement a BPO was issued as a result of Bid No. 9799 in the amount of \$65,414 for the period of May 1, 2010 through April 30, 2012.

During the two-year contract period the Telecommunications Division experienced a 30% vacancy rate due to retirements which resulted in the need to issue two Change Orders in the amounts of \$55,000 and \$12,000 to ensure sufficient funding was in place to continue with the implementation of several key projects. The current BPO amount is \$132,414 and the contract period extends through April 30, 2012.

The Telecommunications Division is estimating that an additional \$55,000 is required for on-site maintenance and engineering support services for the completion of several projects including the South Placer Adult Correctional Facility, the Customs House Project and Health and Human Services MIS/IT Consolidation Project. Upon your approval, the BPO's not to exceed amount will be increased to \$187,414. The Telecommunications Division will continue with its efforts to identify new sustainable service delivery solutions and the BPO amount would be adjusted once viable alternatives have been identified.

The change order amount of \$55,000 exceeds the Purchasing Manager's authority and PPM 2.1(g) requires Board approval for a contract change in an amount greater than ten percent.

FISCAL IMPACT

Telecommunication's Fiscal Impact Statement is attached.

Cc: Jerry Gamez, Director of Administrative Services
Ron Baker, Senior Administrative Services Officer
Sandy Hammock, Senior Administrative Services Officer
Brett Wood, Purchasing Manager

Attachment

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services *J.A.*

DATE: January 10, 2012

SUBJECT: **Fiscal Impact Statement**

Approve Change Order No. 3 in the Amount of \$55,000 to Blanket Purchase Order No. 17664 with Nexus IS, Inc. for On-Site Maintenance and Engineering Services in Support of the County's Enterprise Telephone Network.

The Administrative Services Department's Telecommunications Division (Department) has sufficient funding to support this request and funding is available in the Telecommunications Division's FY 2011-12 Budget (02100). Funds are not encumbered until services are actually rendered against the Blanket Purchase Order.