

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: June 13, 2006

SUBJECT: Recommendation to Approve Change Order #2 to BP013238 with Sierra West Communications

ACTION REQUESTED

Approve Change Order No. 2 to BP013238 with Sierra West Communications of Forest Hill, CA. for Professional Voice and Data Cabling Service, as requested by the Telecommunications Division, and authorize the Purchasing Manager to sign the resulting change order in the requested amount of \$70,000.00.

BACKGROUND

On October 25, 2005 your Board approved a blanket purchase order with Sierra West Communications for Professional Voice and Data Cabling Services to support the day-to-day operations of the Telecommunications Services Group. A BPO was issued in the amount of \$90,000.00 for the period of October 26, 2005 through October 31, 2006. The total amount of this BPO is currently \$99,000.00 which includes Change Order No. 1 issued in the amount of \$9,000.00 to pay for current invoices in excess of the depleted BPO amount. The estimated annual amount was based on Telecom's past purchase history for this commodity and known upcoming projects.

Several unanticipated cabling projects have caused the approved BPO amount to be depleted prior to the BPO expiration date of October 31, 2006. The Telecommunications Division has estimated that an additional \$70,000.00 is needed to complete remaining projects. Upon your approval, the BPO's not to exceed amount will be increased to \$169,000.00.

PPM 2.1(g) requires your Board's approval for a contract change in an amount greater than ten percent.

FISCAL IMPACT

The requested increase of \$70,000 is for the completion of projects billed through internal service funds and will not have an impact on the Telecommunications Budget.

cc: Clark L. Moots, Director of Administrative Services
Gayle Bast, Deputy Director of Information Technology
Sandy Hammock, Administrative Services Officer
Jerry Gamez, IT Division Manager

