

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: October 10, 2006

SUBJECT: Approve Change Order No. 3 to Countywide Blanket Purchase Order No. 13005 with Corporate Express in the amount of \$100,000.00 for Office Supplies

ACTION REQUESTED

Approve Change Order No. 3 to Countywide BPO No. 13005 with Corporate Express of Sacramento and authorize the Purchasing Manager to sign the resulting change order in the amount of \$100,000.00.

BACKGROUND

On July 12, 2005 the Board approved the award of a countywide BPO No. 13005 to Corporate Express for office supplies. The BPO was issued to Corporate Express for the period July 15, 2005 through June 30, 2006. Subsequent to the award of the BPO to Corporate Express, additional cooperative agreements have been awarded that merit consideration. To allow sufficient time for such an analysis, Change Order No. 1 was issued to the BPO, which extended the expiration date to September 30, 2006. Based on the previous rate of spending, it was determined that there were sufficient funds remaining on the BPO to sustain the extension. However, in recent months, the rate of spending has increased, which necessitated an increase to the BPO in the amount of \$49,000. Both of these change orders were within the Purchasing Manager's authority.

Procurement is continuing to compare the pricing and terms of the current agreement with Corporate Express with other cooperative agreements. It is anticipated it will take a several more weeks to complete this process as all the information required to make a decision is not currently available. The Auditor Controller has advised Procurement that the recent change order amounts will be depleted upon paying current invoices. Your Board's approval is requested to extend the BPO through November 30, 2006, and to increase the amount of the agreement by \$100,000.00 to accommodate expenditures for the extended two month period.

FISCAL IMPACT

The requested amendment will increase the total value of the BPO to \$899,000. Each department budgets sufficiently for these expenses.

cc: Jose Rodriquez, Auditor Controller's Office

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