

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

TO: Honorable Board of Supervisors
FROM: David Seward, Purchasing Manager 
DATE: December 5, 2006
SUBJECT: Approve the Renewal of a Blanket Purchase Order in the Amount of \$60,000.00 with Sam's Club for Food Items for HHS System of Care

ACTION REQUESTED

Approve the renewal of Blanket Purchase Order 13389 with Sam's Club of Roseville, CA as requested by HHS System of Care and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order in the maximum amount of \$60,000.00.

BACKGROUND

HHS System of Care requires a BPO for bulk quantities of individually packaged food items to be purchased on an as needed basis. A BPO was issued for the period of January 1, 2006 through December 31, 2006 in the not to exceed amount of \$45,000.00. On September 26, 2006 your Board approved Change Order No. 1 requesting an increase of \$15,000.00.

Sam's Club and Costco are the only stores in the area that can provide individually packaged food in bulk quantities that HHS requires. Costco has declined to respond to previous bid solicitations. Sam's Club does not offer a discount from their normal retail prices, but they have agreed to the County's normal billing and payment practices. Section 1.3(o) of the Purchasing Policy Manual permits the renewal of BPOs based on the vendor's satisfactory service, and good business sense. Due to the limited availability of suppliers of this type, an attempt to bid these requirements would not yield different results.

The blanket purchase order will be effective January 1, 2007 through December 31, 2007.

FISCAL IMPACT

Based on current usage, HHS has requested to renew the BPO in the amount of \$60,000.00. The department has budgeted appropriately for these expenditures.

cc: Jim Nissen, HHS System of Care

