

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

**TO:** Honorable Board of Supervisors  
**FROM:** Jim Boggan, Purchasing Manager  
**DATE:** November 27, 2007  
**SUBJECT:** Approve Change Order No. 1 to Blanket Purchase Order No. 14537 with Confidential Document Control for Document Shredding Services, Increasing the Maximum Amount by \$20,000.00 for a Revised Maximum Amount of \$63,000.00

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**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 14537 with Confidential Document Control of Roseville for document shredding services and authorize the Acting Purchasing Manager to sign the resulting change order to increase the maximum amount by \$20,000.00 for a revised maximum amount of \$63,000.00

**BACKGROUND**

On March 30, 2007, BP014537 was awarded to Confidential Document Control as a renewal of BP013576 which resulted from competitive Bid No. 9534 for document shredding services to be used by all County departments. Based on historical usage, BP014537 was issued for the period of April 1, 2007 through March 31, 2008 in the maximum amount of \$43,000.00.

Due to higher than anticipated departmental demand for document shredding services, Procurement Services calculates that the current maximum amount of BP014537 will be depleted in early December, 2007 and that \$20,000.00 needs to be added to BP014537's maximum amount in order to accommodate an anticipated departmental monthly spend rate of \$5,000.00 between December 1, 2007 and March 31, 2008.

**FISCAL IMPACT**

The requested change order will increase the total value of this Countywide BPO to \$63,000.00. Each department is responsible for budgeting for these expenses within their own appropriations.

cc: Clark Moots, Director, Administrative Services Department

