

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: May 13, 2008

SUBJECT: Approve Change Order No. 3 to Blanket Purchase Order No. 14537 with Confidential Document Control for Document Shredding Services, Increasing the Maximum Amount by \$10,000.00 for a Revised Maximum Amount of \$75,000.00

ACTION REQUESTED

Approve Change Order No. 3 to Blanket Purchase Order (BPO) No. 14537 with Confidential Document Control of Roseville for document shredding services and authorize the Purchasing Manager to sign the resulting change order to increase the maximum amount by \$10,000.00 for a revised maximum amount of \$75,000.00

BACKGROUND

On March 30, 2007, your Board approved a BPO with Confidential Document Control in the amount of \$43,000.00 for the period of April 1, 2007 through March 31, 2008 as a result of competitive Bid No. 9534. On November 27, 2007, to meet the higher than anticipated demand for document shredding services by the County departments, your Board approved Change Order No. 1 to this BPO in the amount of \$20,000.00, for a revised amount of \$63,000.00. On March 10, 2008, the Purchasing Manager issued Change Order No. 2 for an additional \$2,000.00 increase, based on invoices received to that date.

The total expenditures on this BPO during the months of February through March 2008 were higher than anticipated because the vendor was late in submitting invoices. In order to provide sufficient funds to cover all invoices against the BPO, the contract requires this third increase to \$75,000.00. In accordance with the Purchasing Policy Manual, Paragraph 2.1 (g), this increase exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

The requested change order will increase the total value of this Countywide BPO to \$75,000.00. Each department is responsible for budgeting for these expenses within their own appropriations.

cc: Clark Moots, Director, Administrative Services Department

