

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: November 6, 2008

SUBJECT: Approve a Change Order to Blanket Purchase Order No. 14943 with Francis Distributing for Milk and Dairy Products in the Amount of \$26,000.00 for a Revised Maximum Amount of \$212,500.00

ACTION REQUESTED

Approve a change order to Blanket Purchase Order (BPO) No. 14943 with Francis Distributing of Diamond Springs, CA in the amount of \$26,000.00 for a revised maximum amount of \$212,500.00, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

On June 27, 2006 your Board approved the award of Bid 9592 to Berkeley Farms for Milk and Dairy Products for Probation's Central Kitchen for the period July 1, 2006 through June 30, 2007. Your Board approved the renewal of the resulting BPO on June 26, 2007 for the period July 1, 2007 through June 30, 2008. At Berkeley Farms' request, the BPO was recently assigned from Berkeley Farms to Francis Distributing, Berkeley Farms' distributor.

Due to excessive requests for increases by Francis Distributing it was necessary to re-bid the County's dairy products requirements. On July 8, 2008 your Board approved a three month extension of the Central Kitchen's BPO and an increase in the amount of \$60,000.00 to allow sufficient time for the bidding process.

The re-bid process took longer than anticipated, and therefore the Purchasing Manager needs to extend the BPO for another month which will require the requested \$26,000.00 increase for the extension period.

FISCAL IMPACT

In accordance with Purchasing Policy Manual 2.4(c) the Purchasing Manager may authorize change orders to a Board of Supervisors approved contract for under ten percent or \$49,999.99 whichever is less. The requested increase of \$26,000.00 exceeds the ten percent threshold therefore; your Board's approval is required. Probation's Fiscal Impact Statement is attached.

cc: Chris Artim, Sr. Administrative Services Officer, Probation Department

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Renee Harvey, Food Services Manager
DATE: November 6, 2008
SUBJECT: **Fiscal Impact Statement**
Increase for BP014943 Francis Distribution Inc.

The Correctional Food Services has adequate funds budgeted for increased expenses in the current year. There are also adequate funds in the proposed budget for FY 2008-09 for the three months in that period this BPO will now encompass. Therefore there is sufficient funding available for this BPO to absorb the \$26,000 increase.