

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: August 24, 2010
SUBJECT: Approve Change Order No. 3 to Blanket Purchase Order No. 16668 with Baker & Taylor for Library Materials to Increase the Maximum Amount by \$50,000

ACTION REQUESTED

Approve Change Order No. 3 to Blanket Purchase Order (BPO) No. 16668 with Baker & Taylor for library materials in the amount of \$50,000, resulting in a new maximum amount of \$446,000.00, and authorize the Purchasing Manager to sign the revised BPO.

BACKGROUND

On March 8, 2007 your Board approved the award of Bid No. 9654 to Baker & Taylor and to Ingram Library Services for library materials. The BPOs were issued for the period of March 1, 2007 through March 31, 2008 and were renewed for two subsequent years. The current BPOs will expire on September 30, 2010. A new bid is being processed and will be awarded by September 30, 2010. The BPO with Ingram Library Services has sufficient funds to support the Library's purchases through September 30.

FISCAL IMPACT

The Library estimates that BPO 16668 needs to be increased by \$50,000.00 to accommodate the Library's requirements through the end of the BPO's term. The Library's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

Fiscal Impact Statement

TO: Honorable Board of Supervisors

FROM: Mark R. Parker, Director of Library Services

DATE: August 9, 2010

**SUBJECT: Fiscal Impact Statement:
Request to increase limit and extend term of Baker & Taylor BPO
16668 for purchase of library materials.**

Request to increase limit in Baker & Taylor BPO 16668 by \$50,000 and extend term to 9/30/10. Funding is available for this BPO within the department budget. \$257,000 has been budgeted in Object Level 2860 for Fiscal Year 10-11.