

**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. 4 to Blanket Purchase Order No. 16703 with Jacobs Office Interiors for Ergonomic Chairs, Increasing the Maximum Amount by \$10,000 and Extending the Expiration Date to August 30, 2010

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**ACTION REQUESTED**

Approve Change Order No. 4 to Countywide Blanket Purchase Order (BPO) No. 16703 with Jacobs Office Interiors for ergonomic chairs in the amount of \$10,000, resulting in a new maximum amount of \$75,000 and a new expiration date of August 30, 2010, and authorize the Purchasing Manager to sign the revised BPO.

**BACKGROUND**

On February 15, 2006, Bid No. 9505 for ergonomic chairs was awarded to Jacobs Office Interiors and the resulting Countywide BPO was issued for the period March 1, 2006 through March 31, 2007. The BPO was renewed for two subsequent years. The current BPO No. 16703, in the amount of \$65,000, expired on July 31, 2010. The BPO was recently depleted due to a significant increase in the County's requirements for ergonomic chairs as a result of relocations to the South Placer Justice Center, the new leased facility on Sunset Blvd. in Rocklin, and the new Rocklin Library. A new bid is being processed for a new contract, which will be awarded by August 30, 2010. BPO 16703 needs to be extended to accommodate departments' requirements until the new bid is awarded.

**FISCAL IMPACT**

Procurement estimates that an additional \$10,000.00 will be required to accommodate ergonomic chair purchases during the extended term. Each department budgets for these expenses within their own appropriations.

