

# MEMORANDUM

DEPARTMENT OF PUBLIC WORKS  
County of Placer

TO: BOARD OF SUPERVISORS DATE: December 6, 2011  
FROM: KEN GREHM / CHUCK GORDON  
SUBJECT: CHANGE ORDER TO BLANKET PURCHASE ORDER NO. 18520  
WITH HOLT OF CALIFORNIA

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## ACTION REQUESTED / RECOMMENDATION

Approve Change Order to Blanket Purchase Order (BPO) No. 18520 with Holt of California for Caterpillar Original Equipment Manufacturer (OEM) parts, service and repairs, and authorize the Purchasing Manager to sign the resulting Change Order increasing the maximum amount by \$15,000 for a revised maximum amount of \$60,000.

## BACKGROUND / SUMMARY

Holt of California was awarded a BPO for Caterpillar OEM parts, service and repairs. The usage of the Blanket Purchase Order for Caterpillar OEM parts, service and repair work has increased due to the larger number of Caterpillar pieces of equipment requiring repair parts, and the need to subcontract out an increased number of OEM service and repair work to augment staffing in the Fleet Division. Fleet Services is requesting this Change Order to provide sufficient funds for the remaining term of the BPO ending 3/31/12. The requested increase is \$15,000, for a revised maximum BPO amount of \$60,000.

## ENVIRONMENTAL

This action is limited to a request to modify the County budget and, as such, is not considered a project under Section 21065 of the Public Resources Code.

## FISCAL IMPACT

The requested change order will increase the total value of this BPO to \$60,000. Sufficient funding is available in the Fiscal Year 2011-2012 Fleet Services Budget for the additional amount of \$15,000.

