

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: July 23, 2013
SUBJECT: Courier Services – Sierra Express Delivery Service Inc.

ACTION REQUESTED

1. Approve Change Order No. 5 to Countywide Blanket Purchase Order No. 19802 with Sierra Express Delivery Service Inc. for Courier Services in the amount of \$12,000, resulting in a new maximum amount of \$60,000 a new expiration date of September 30, 2013, and authorize the Purchasing Manager to sign the revised BPO.

BACKGROUND

On July 8, 2010, Bid No. 9994 for courier services was awarded to Sierra Express Delivery Service Inc and the resulting a BPO was issued for the period July 1, 2010 through June 30, 2011. The BPO was renewed for two subsequent years. The current BPO No. 19802, in the amount of \$48,000, expired on June 30, 2013. A new bid is being processed, which will be recommended for award before September 30, 2013. BPO 19802 needs to be extended to accommodate departments' requirements until the new bid is awarded.

FISCAL IMPACT

Procurement estimates that an additional \$12,000.00 will be required to accommodate courier services during the extended for the period July 1, 2013 through September 30, 2013. The Library's Fiscal Impact Statement is attached.

cc: Mary George, Director of Library Services
Kelly Heikila, Administrative Services Officer Library Administration

Placer County Library

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Kelly Heikila, Administrative Services Officer
Library Administration

DATE: July 23, 2013

SUBJECT: Fiscal Impact Statement – Courier Services

The Placer County Library requires courier services which is provided by Sierra Express Delivery Service. The Library has budgeted appropriately in FY 2013-2014 for this BPO and funding is allocated for the period of 7/1/13 to 6/30/14.

cc: Mary George, Director of Library Services