

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: June 17, 2014  
SUBJECT: Disposable Food Trays- Allen Packaging Company

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**ACTION REQUESTED**

1. Approve Change Order No. 1 to Blanket Purchase Order No. 20610 with Allen Packaging of Tustin, CA for disposable food trays for Probation's Central Kitchen to extend the expiration date through July 31, 2014 and increase the blanket purchase order amount by \$50,000 resulting in a new maximum amount of \$400,000, funded by the FY2013-14 department budget with no new net County cost, and authorize the Purchasing Manager to sign the resulting change order.

**BACKGROUND**

On June 18, 2013, your Board approved the renewal of a blanket purchase order (BPO) as a result of San Diego County's Competitively Awarded Contract with Allen Packaging Co. for disposable food trays and lidding film in the maximum amount of \$350,000, for the period of July 1, 2013 through April 30, 2014 to coincide with the San Diego County contract. San Diego County has extended the contract through July 31, 2014.

In order to coincide the expiration date with the end of the San Diego County contract, Probation is requesting to extend the BPO through July 31, 2014 and indicates that an additional \$50,000 will need to be added to the BPO to support the department's requirements through the extended term.

The requested increase exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the BPO in the amount of \$50,000 for a revised maximum amount of \$400,000 and extend the BPO's expiration date through July 31, 2014.

**FISCAL IMPACT**

Upon your Board's approval, BP020610 will be extended through July 31, 2014 and increased by \$50,000 for a new maximum amount of \$400,000. The Probation Department has advised that these purchases will be funded by the FY2013-14 existing budget with no new net County cost.

cc: Chris Artim, Senior Administrative Services Officer, Probation  
Renee Harvey, Food Services Manager

