

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

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: December 8, 2015

SUBJECT: Change Order for Blanket Purchase Order No. 21895 - Jacobs Office Interiors

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**ACTION REQUESTED**

Approve a change order to Blanket Purchase Order No. 21895 with Jacobs Office Interiors for Ergonomic Chairs in the amount of \$54,000 increasing the total authorization to \$120,000.

**BACKGROUND**

On March 24, 2015, your Board approved the award of competitive Bid No. 10398 to Jacobs Office Interiors of Auburn, CA for the purchase of ergonomic chairs in the maximum amount of \$60,000. The resulting Blanket Purchase Order No. BP021895 (BPO) was created. This BPO requires additional monies due to an increase in equipping the Probation Office's Prep Center located at the South Placer Justice Center and due to an influx of new hires and replacement chairs for the divisions throughout Health and Human Services and other County departments.

The increased amount of \$54,000 exceeds the Purchasing Manager's authority. Purchasing Policy Manual Section 2.1(g) requires your Board's approval for a contract change in an amount greater than ten percent of the original award amount. Therefore, your Board's approval is required to increase BP021895 by \$54,000 to a new not-to-exceed amount of \$120,000.

**FISCAL IMPACT**

Procurement estimates that an additional \$54,000 will be required to accommodate ergonomic chair purchases through March 31, 2016. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until products are delivered against the BPO.

