

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 26, 2016
SUBJECT: Change Order for Blanket Purchase Order No. 21863 – WW Grainger Inc.

ACTION REQUESTED

Approve a change order to Blanket Purchase Order No. 21863 with WW Grainger Inc., for miscellaneous industrial supplies and tools in the amount of \$20,000 increasing the total authorization to \$70,000; and

Approve the option to renew the resulting blanket purchase order for one additional one-year term with a renewal amount not to exceed \$70,000.

BACKGROUND

On March 6, 2015, the Purchasing Manager approved a blanket purchase order (BPO) awarded from a State competitive contract with WW Grainger Inc., of Sacramento, CA for the purchase of miscellaneous industrial supplies and tools in the maximum amount of \$50,000. This BPO now requires additional monies due to an increase in the use of miscellaneous industrial supplies and tools for County operations throughout multiple County departments.

The increased amount of \$20,000 exceeds the Purchasing Manager's authority. Purchasing Policy Manual Section 2.1(b) requires your Board's approval for a contract in an amount that is greater than \$50,000. Therefore, your Board's approval is required to increase BP021863 by \$20,000 to a new not-to-exceed amount of \$70,000.

FISCAL IMPACT

Procurement estimates that an additional \$20,000 will be required to accommodate miscellaneous industrial supply and tool 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.

