



**MEMORANDUM  
ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES  
County of Placer**

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Change Order to Blanket Purchase Order No. 22125 – West Coast Frame & Collision Repair

DATE: March 8, 2016

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**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order No. 22125 with West Coast Frame & Collision Repair Inc. of West Sacramento, CA for heavy equipment repairs and related services in the amount of \$50,000 for a revised maximum amount of \$100,000; and

Authorize the Purchasing Manager to sign all required documents.

**BACKGROUND**

On July 20, 2015, the Purchasing Manager approved the third renewal of competitive Bid No. 10186 with West Coast Frame & Collision Repair Inc., of West Sacramento, CA for the as-needed purchase of heavy equipment repairs and related services. The resulting Blanket Purchase Order No. 22125 was awarded in the maximum amount of \$50,000 for the period of July 1, 2015 through June 30, 2016.

During the resulting contract period there have been a number of repair jobs on behalf of the Office of Emergency Services/Placer County Fire and the Department of Public Works and Facilities Fleet Services Division that have depleted the BPO amount. Procurement Services estimates that an additional \$50,000 is needed to sufficiently pay for services to be performed through the end of the contract period.

The requested increase of \$50,000 exceeds the Purchasing Manager's change order authority and requires your Board's approval in accordance with Purchasing Policy Manual Section 2.1(b).

**FISCAL IMPACT**

Upon your Board's approval Change Order No. 1 will be issued to increase Blanket Purchase Order No. 22125 by \$50,000 resulting in a new maximum amount of \$100,000. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until services are requested against the blanket purchase order.

