MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO:	Board of Supervisors	DATE:	March 8, 2016
FROM:	Brett Wood, Purchasing Manager		
SUBJECT:	Change Order to Various Blanket Purchase Orders – Multiple Vendors		

ACTION REQUESTED

Approve change orders to Blanket Purchase Order Numbers 21695 with Auburn Ford of Auburn; 21696 with Valley Power Systems of West Sacramento, CA; 21697 with Cummins Pacific of West Sacramento, CA; and 21698 with Owen Equipment Sales of Sacramento, CA for Original Equipment Manufacturer (OEM) auto parts and repair services on an as-needed basis in the aggregate amount of $60,000 for a revised maximum aggregate amount of $493,200; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On November 18, 2014 your Board approved the award of competitive Bid No. 10383 with eleven different vendors, including Auburn Ford of Auburn, Valley Power Systems of West Sacramento, Cummins Pacific of West Sacramento, and Owen Equipment Sales of Sacramento for the purchase of OEM auto parts and dealer services on an as-needed basis. The resulting Blanket Purchase Orders (BPO), including BPO numbers 21695, 21696, 21697, and 21698, were awarded in the maximum aggregate amount of $638,600 for the period of November 18, 2014 through December 31, 2015. Your Board also authorized the Purchasing Manager to approve change orders for additional parts or services in the not-to-exceed amount of 10 percent ($63,860) of the total award amount.

During the resulting contract period the OEM auto parts and dealer service requirements for the County Executive Office, Office of Emergency Services/Placer County Fire, the Department of Public Works and Facilities Fleet Services Division, and the Sheriff's Office exceeded the original estimates and depleted the maximum allowable blanket purchase order amounts. Due to the nature of the repairs being completed this did not become apparent until after the contract period ended. Procurement Services determined that an additional aggregate amount of $60,000 is needed to sufficiently pay for parts purchased and services rendered through December 31, 2015.

The requested increase of $60,000 exceeds the Purchasing Manager's change order authority and requires your Board's approval in accordance with Purchasing Policy Manual Section 2.1(g).

FISCAL IMPACT

Upon your Board's approval change orders will be issued to increase BPOs 21695, 21969, 21697, and 21698 by an aggregate amount of $60,000 resulting in a new maximum aggregate amount of $493,200. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until products are purchased and services are requested against the blanket purchase order.