



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. 21662 – JT Lewis, Inc. dba National Garage Door Company

DATE: March 22, 2016

ACTION REQUESTED

Approve Change Order No. 2 to Blanket Purchase Order No. 21662 with JT Lewis, Inc. dba National Garage Door Company of Rancho Cordova, CA for overhead door maintenance and repair services in the amount of \$400 for a revised maximum amount of \$50,400; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On November 3, 2014, the Purchasing Manager approved the award of competitive Bid No. 10396 with JT Lewis, Inc. dba National Garage Door Company of Rancho Cordova, CA for preventative maintenance and on-call repair services for overhead doors and related devices. The resulting Blanket Purchase Order No. 21662 was awarded in the maximum amount of \$50,000 for the period of November 3, 2014 through December 31, 2015.

During the resulting contract period there have been a number of overhead door repairs and replacement of damaged doors on behalf of the Department of Public Works and Facilities that have depleted the BPO amount. Procurement Services determined that an additional \$400 is required to sufficiently pay for services performed through the end of the contract period.

The requested increase of \$400 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. 2 will be issued to increase Blanket Purchase Order No. 21662 by \$400 resulting in a new maximum amount of \$50,400. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until services are requested against the blanket purchase order.

