**MEMORANDUM**
**PUBLIC WORKS & FACILITIES**
**BUILDING MAINTENANCE**
County of Placer

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| TO: | Board of Supervisors | DATE: | June 07, 2016 |
| FROM: | Brett Wood, Purchasing Manager | | |
| SUBJECT: | Change Order to Painting Services BPO – Armstrong Painting Inc. | | |

**ACTION REQUESTED**
Approve Change Order No. 1 to Blanket Purchase Order No. 22192 with Armstrong Painting Inc. of Stockton, CA for annual painting services in the amount of $200,000, resulting in a new maximum amount of $400,000 for the period of September 1, 2015 to August 30, 2016. Funding is provided by the Department of Public Works and Facilities Capital Project 04925-Countywide Painting in the FY2015-16 Final Budget and FY 2016-17 Proposed Budget; and

Approve the option to renew the resulting blanket purchase order for two (2) additional one-year periods with a renewal amount not to exceed 10 percent in aggregate of the award amount of $400,000; and

Authorize the Purchasing Manager to sign are required documents.

**BACKGROUND**
On September 1, 2015 your Board approved a competitive bid No. 10477 for annual painting services on an as needed basis with Armstrong Painting Inc. The resulting blanket purchase order (BPO) has been used extensively since being established and the Department of Public Works and Facilities has determined that there is a need to increase this BPO for additional work.

The current BPO was used for the following projects, exterior painting of DeWitt buildings 113 through 116, interior painting of the Auburn Library, Parks & Grounds offices, and the new space for the Public Information Office. With your Board's approval the additional projects in the queue are; finish the exterior painting of the DeWitt 100 ramp buildings, and interior painting of public areas of the Finance Administration Building, Auburn Justice Center and Community Development Resource Center, and Memorial Halls.

The increase amount of $200,000 exceeds the Purchasing Manager's authority. Purchasing Policy Manual Section 2.1(g) requires Board approval for a contract change in an amount greater than 10 percent.

**FISCAL IMPACT**
Funding for painting services is budgeted in Capital Project 04925-Countywide Painting in the FY2015-16 Final Budget and FY 2016-17 Proposed Budget. Funds are not encumbered until services are provided.

cc: Valerie Bayne, Administrative Services Manager
Dennis Hughes, Assistant Superintendent