



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. 22039 – Galls LLC

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 22039 with Galls LLC of Lexington, KY for concealable body armor and related products in the amount of \$6,000 for a revised maximum amount of \$56,000; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On July 1, 2014, the Procurement Services Division awarded competitive Bid No. 10281 for concealable body armor and related products for the Sheriff's Office and Probation Department to Galls LLC of Lexington, KY in the maximum amount of \$50,000. The resulting Blanket Purchase Order No. 22039 was for the period of July 1, 2015 through June 30, 2016.

During the resulting contract period, there has been a larger than anticipated number of purchases made for new staff and to replace expired body armor. The County has equipped 52 new Sheriff's Office and Probation Department staff with body armor and approximately 51 additional staff have replaced their body armor sets due to expiration. Concealable body armor has a lifespan of five (5) years. The initial award was not sufficient to cover these additional expenditures. The Procurement Services Division, in collaboration with the end user departments, has determined that an additional \$6,000 is needed to pay for purchased products for this contract period.

Per the Purchasing Policy Manual Section 2.1(b), the requested increase of \$6,000 exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

The Sheriff's Office and Probation Department budget for these expenses within their own appropriations. Funds are not encumbered until products are ordered against the blanket purchase order.

cc: Mark Giacomini, Administrative Services Manager
Rosie Dreher, Senior Administrative Services Officer
Chris Artim, Senior Administrative Services Officer

