


**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: November 7, 2006

SUBJECT: Approve Change Order No. 1 in the Amount of \$63,000.00 to Blanket Purchase Order No. 13584 for Floor Covering Products and Services with Contract Furnishings

ACTION REQUESTED

Approve Change Order No. 1 to BPO No. 13584 with Contract Furnishings of Rocklin, CA, in the amount of \$63,000.00 for floor covering products and services, and authorize the Purchasing Manager to sign the resulting change order increasing the maximum amount of the BPO to \$153,000.00.

BACKGROUND

On April 4, 2006 your Board approved the second renewal of Bid No. 9300 with Contract Furnishings for the purchase of floor covering products and services. As a result, BPO No. 13584 was issued for the period of April 4, 2006 through March 31, 2007. Unanticipated projects have depleted the BPO funds sooner than anticipated. Facility Services has requested to increase the BPO amount in order to complete remaining projects.

In accordance with Section 2.1(g) of the Purchasing Policy Manual, this amendment requires your Board's approval.

FISCAL IMPACT

Upon your approval, BPO No. 13584 will be increased by \$63,000.00 to a new maximum amount of \$153,000.00. Facility Services is adequately funded for these expenditures.

cc: Todd Pisarek, Facility Services
Val Bayne, Facility Services

