


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

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager   
DATE: September 26, 2006  
SUBJECT: Approve Change Order No. 1 to Blanket Purchase Order No.13389 with Sam's Club in the Amount of \$15,000.00 for Food Items for HHS System of Care

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**ACTION REQUESTED**

Approve Change Order No. 1 to BPO No. 13389 with Sam's Club of Roseville, CA as requested by HHS System of Care and authorize the Purchasing Manager to sign the resulting change order in the amount of \$15,000.00.

**BACKGROUND**

On January 1, 2006 a BPO was issued for the period of January 1, 2006 through December 31, 2006 in the not to exceed amount of \$45,000.00 for food items required by HHS System of Care. The estimated annual amount was based on past purchase history of the Rosewood House, Children's Receiving Home and the DeWitt Snack Shop. A significant increase in retail food requirements by the DeWitt Snack Shop has resulted in an increase of the BPO usage. HHS has estimated that an additional \$15,000.00 is needed for the remainder of the BPO period. The new BPO amount will be \$60,000.00.

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

**FISCAL IMPACT**

HHS System of Care has budgeted appropriately for these expenditures.

cc: Jim Nissen, HHS System of Care

