


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

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager   
DATE: April 4, 2006  
SUBJECT: Increase BPO No. 12707 with Confidential Document Control

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**ACTION REQUESTED**

Increase BPO No. 12707 with Confidential Document Control of Roseville in the amount of \$25,100.00 to a new maximum total of \$75,000.00, and authorize the Purchasing Manager to sign the revised BPO.

**BACKGROUND**

On April 18, 2005, Procurement issued BPO No. 12707 to Confidential Document Control for document destruction services. Recently, there has been several very large destruction jobs that have prematurely depleted funds set aside for this BPO. With the various building projects, County departments and divisions are relocating from their old offices. As part of this process, they have been calling on the document destruction contractor to destroy sensitive information that they don't wish to bring with them to the new offices. This will continue for the next several months as departments move into the new buildings. Another reason for the requested increase is that several departments are several months behind in submitting invoices for payment.

**FISCAL IMPACT**

Procurement increased the BPO to \$49,900.00 on February 17, 2006. It is anticipated that an increase in this requirement will continue for several months. On March 15, 2006, the revised BPO amount was fully expended. It is anticipated that an additional \$25,100.00 is needed to cover expenditures through the end of the contract term, which expires on April 30, 2006. The revised BPO amount will be \$75,000.00.

Cc: Sandy Hammock, Administrative Services

