COUNTY OF Placer

MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO:	Board of Supervisors	DATE:	June 27, 2017
FROM:	Brett Wood, Purchasing Manager		
SUBJECT:	Change Order to Blanket Purchase Order No. 22851 – West Coast Frame & Collision Repair		

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 22851 with West Coast Frame & Collision Repair Inc. of West Sacramento, CA for heavy equipment repairs and related services in the amount of $25,000 for a revised maximum amount of $75,000. Funded by the Department of Public Works and Facilities' and the Office of Emergency Services FY2016-17 Final Budgets and FY 2017-18 Proposed Budgets with no additional net County cost.

Approve the option to renew the agreement on a year to year basis for two (2) additional one-year periods in the maximum amount of $75,000 annually, and authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On September 20, 2016, the Purchasing Manager approved the award of competitive Bid No. 10570 with West Coast Frame & Collision Repair Inc., of West Sacramento, CA for the as-needed purchase of heavy equipment repairs and related services. The resulting Blanket Purchase Order No. 22851 was awarded in the maximum amount of $50,000 for the period of September 13, 2016 through September 30, 2017.

During the resulting contract period there have been a number of repair jobs completed on behalf of the Office of Emergency Services/Placer County Fire Division that have depleted the agreement amount. Procurement Services estimates that an additional $25,000 is needed to sufficiently pay for services to be performed through the end of the contract period.

The requested increase of $25,000 exceeds the Purchasing Manager's change order authority and requires your Board's approval in accordance with Purchasing Policy Manual Section 2.1(b).

FISCAL IMPACT

This Blanket Purchase Order is shared by multiple County departments. Each department budgets for these expenses within their own appropriations. Funds are not encumbered until services are requested against the blanket purchase order.