

PLACER COUNTY

ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Andy Marks, Information Technology Manager *A.M.*

DATE: January 10, 2012

SUBJECT: Approve Change Order No. 1 in the Amount of \$35,000 to Blanket Purchase Order No. 18755 with Sutter Buttes Communications, Inc. for On-Site Maintenance and Engineering Services in Support of the County's Two-Way Radio Narrowbanding Project.

ACTION REQUESTED/RECOMMENDATION

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 18755 in the amount of \$35,000 with Sutter Buttes Communications, Inc. of Yuba City, CA for on-site maintenance and engineering services in support of the County's Two-Way Radio Narrowbanding Project; and authorize the Purchasing Manager to sign the resulting change order for a revised maximum amount of \$85,000.

BACKGROUND

The Telecommunications Division's Radio Services Group utilizes professional on-site maintenance and engineering services to supplement the Telecommunications technical staff in support of the County's Two-Way Radio Narrowbanding Project. To meet this requirement a BPO was issued in the amount of \$50,000 for the period June 1, 2011 through June 30, 2012.

Currently the Telecommunications Division is experiencing a 30% vacancy rate due to retirements and is estimating that an additional \$35,000 is required for on-site maintenance and engineering support services for the completion of projects through the BPO contract period of June 30, 2012. These projects include the County's Narrowbanding initiatives to meet new federal standards, the reprogramming of approximately 1,200 mobile and portable radio units, and the deployment of the South Placer Adult Correctional Facility In-Building Repeater System. Upon your approval, the BPO's not to exceed amount will be increased to \$85,000. The Telecommunications Division will continue with its efforts to identify new sustainable service delivery solutions and the BPO amount would be adjusted once viable alternatives have been identified.

The change order amount of \$35,000 exceeds the Purchasing Manager's authority and PPM 2.1(g) requires Board approval for a contract change orders in an amount greater than ten percent.

FISCAL IMPACT

The Telecommunication Division's Fiscal Impact Statement is attached.

Cc: Jerry Gamez, Director of Administrative Services
Ron Baker, Senior Administrative Services Officer
Sandy Hammock, Senior Administrative Services Officer
Brett Wood, Purchasing Manager

Attachment

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Jerry Gamez, Director of Administrative Services

J.A.

DATE: January 10, 2012

SUBJECT: **Fiscal Impact Statement**

Approve Change Order No. 1 in the Amount of \$35,000 to Blanket Purchase Order No. 18755 with Sutter Buttes Communications, Inc. for On-Site Maintenance and Engineering Services in Support of the County's Two-Way Radio Narrowbanding Project.

The Administrative Services Department's Telecommunications Division (Department) has sufficient funding to support this request and funding is available in the Telecommunications Division's FY 2011-12 Budget (02100). Funds are not encumbered until services are actually rendered against the Blanket Purchase Order.