

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

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager   
DATE: May 9, 2006  
SUBJECT: Recommendation to Approve Change Order #1 to BP013016 with Graybar Electric

---

**ACTION REQUESTED**

Approve Change Order No. 1 to BP013016 with Graybar Electric of Rancho Cordova, CA. for telecommunication equipment, as requested by the Telecommunications Division, and authorize the Purchasing Manager to sign the resulting change order in the requested amount of \$50,000.00.

**BACKGROUND**

On June 28, 2005 your Board approved a blanket purchase order with Graybar Electric for the purchase of telecommunications equipment to support the day-to-day operations of the Telecommunications Services Group. A BPO was issued for the period of July 1, 2005 through June 30, 2006. The total amount of this BPO is currently \$132,000.00. The estimated annual amount was based on Telecom's past purchase history for this commodity and known upcoming projects.

Several unanticipated cabling projects have caused the approved BPO amount to be depleted prior to the BPO expiration date of June 30, 2006. The Telecommunications Division has estimated that an additional \$50,000.00 is needed to complete remaining projects. Upon your approval, the BPO's not to exceed amount will be increased to \$182,000.00.

PPM 2.1(g) requires your Board's approval for a contract change in an amount greater than ten percent.

**FISCAL IMPACT**

The requested increase of \$50,000 is for the completion of projects billed through internal service funds and will not have an impact on the Telecommunications Budget.

cc: Clark L. Moots, Director of Administrative Services  
Gayle Bast, Deputy Director of Information Technology  
Sandy Hammock, Administrative Services Officer  
Jerry Gamez, IT Division Manager

