

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager 

DATE: July 25, 2006

SUBJECT: Recommendation to Approve a Change Order to BPO No. 13440 with Jacobs Office Interiors in the Amount of \$81,000.00 for Ergonomic Chairs.

ACTION REQUESTED

Approve a change order to blanket purchase order (BPO) No. 13440 with Jacobs Office Interiors for ergonomic chairs in the revised amount of \$81,000.00, and authorize the Purchasing Manager to sign the revised BPO.

BACKGROUND

On February 15, 2006, Procurement awarded Bid No. 9505 to Jacobs Office Interiors and issued the resulting BPO No. 13440 in the amount of \$35,000.00. This amount was based upon historical usage. Early in June, 2006, the Auditor provided a report to Procurement that showed the BPO was nearly depleted of funds. Procurement responded by increasing the BPO to \$49,000.00, which is now nearly depleted. The significant increase in expenditures for new chairs is a result of the unanticipated volume of requests from departments relocating to the CDRA and AJC buildings. Procurement anticipates that an additional \$81,000.00 will be required to cover purchases through the end of the BPO term.

FISCAL IMPACT

Departments budget for chair purchases during their annual budgeting process. The revised BPO amount resulting from this recommendation will total \$130,000.00 and will be effective through March 31, 2007.

