

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Acting Purchasing Manager *JB*
DATE: November 6, 2007
SUBJECT: Approve Change Order No. 1 to Blanket Purchase Order No. 14009 with Weck Analytical Environmental Services for Environmental Laboratory Services in the Revised Maximum Amount of \$70,000.00

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 14009 with Weck Analytical Environmental Services of City of Industry, CA, for environmental laboratory services, and authorize the Acting Purchasing Manager to sign the resulting change order in the revised maximum amount of \$70,000.00 and extend the BPO expiration date through October 31, 2007.

BACKGROUND

The Facility Services - Utilities Division requires a vendor to provide various environmental laboratory analyses as required. BPO14009 was awarded to Weck Analytical Environmental Services as a result of Competitive Bid No. 9604 in the amount of \$45,000.00 for the period of September 1, 2006, through September 30, 2007. The original BPO amount was based on the tests identified in the bid as well as additional testing requirements that may occur throughout the contract period.

Recently, the department has been required to conduct additional analyses in order to meet permitting requirements and to validate wastewater treatment plant operations and procedures. These additional requirements will exceed the maximum amount of the BPO and the department has requested that additional funds be added. Upon your Board's approval, Change Order No. 1 to BP014009 will be issued in the maximum amount of \$70,000.00. In addition, Procurement had to rebid these services, and was not able to award the new agreement prior to the scheduled expiration of BP014009. Therefore, this BPO must be extended to October 31, 2007 to accommodate the department's ongoing testing needs. The BPO increase requires your Board's approval under Purchasing Policy Manual, Section 2.1(g).

FISCAL IMPACT

Upon your Board's approval, the BPO maximum amount will be increased to \$70,000.00 and the expiration date will be extended to October 31, 2007. Facility Service's Fiscal Impact Statement is attached.

Attachment: Facility Services Fiscal Impact Statement

cc: Jim Durfee, Facility Services Director
Valerie Bayne, Facility Services Senior Administrative Services Officer
Joe Majarucon, Facility Services Utilities Project Manager

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: James Durfee, Director
DATE: October 10, 2007
SUBJECT: **Fiscal Impact Statement**
BPO for environmental lab analysis for the extended period through 11/01/07

The Department of Facility Services has budgeted appropriately for this expense in the Sewer Maintenance Districts #1, #2, and #3 and Sewer CSA's. Therefore there is sufficient funding available for this increase.

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