

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

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager
DATE: November 27, 2007
SUBJECT: Approve Change Order No. 2 to Countywide Blanket Purchase Order No. 114277 with Corporate Express for Office Supplies, Increasing the Maximum Amount by \$225,500, for a Revised Maximum Amount of \$1,075,000

ACTION REQUESTED

Approve Change Order No. 2 to countywide Blanket Purchase Order (BPO) No. 14277 with Corporate Express of Sacramento and authorize the Acting Purchasing Manager to sign the resulting change order to increase the maximum amount by \$225,500 for a revised amount of \$1,075,000.

BACKGROUND

On December 5, 2006 the Board of Supervisors approved the award of a countywide BPO to Corporate Express for office supplies, based on a cooperative purchasing agreement as a result of a competitive bid awarded by another government agency. As the result, BP014277 was awarded for the period December 1, 2006 through December 31, 2007 in the maximum amount of \$800,000. This amount was based in the County's average usage over the previous BPO period.

The original amount of this BPO was prematurely expended by the end of October 2007. Under the provision of Section 2.4(c) of the Purchasing Policy Manual, Procurement issued Change Order No. 1 in the amount of \$49,500. However, based on the rate of use over the first eleven months of the BPO, it was determined that an additional increase of \$225,500 would be required to sustain departments' office supply needs through December 31, 2007.

FISCAL IMPACT

The requested change order will increase the total value of this Countywide BPO to \$1,075,000. Each department is responsible for budgeting for these expenses within their own appropriations.

cc: Jose Rodriquez, Auditor Controller's Office

