

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: January 8, 2008

SUBJECT: Approve Change Order No. 10 to Competitively Bid Blanket Purchase Order No. 09900 with Xerox Corporation for the Lease of One Xerox DocuTech 6135 Digital Printing System, Increasing the Maximum Amount by \$37,000.00 for a Revised Maximum Amount of \$852,762.33

ACTION REQUESTED

Approve Change Order No. 10 to competitively bid Blanket Purchase Order (BPO) No. 09900 with Xerox Corporation for the lease of one Xerox DocuTech 6135 digital printing system, increasing the maximum amount by \$37,000.00 for a revised maximum amount of \$852,762.33, and authorize the Purchasing Manager to sign the resulting Change Order.

BACKGROUND

On December 18, 2001, your Board approved the award of a five year lease agreement with Xerox Corporation for one Xerox DocuTech 6115 digital printing system and related software for the Administrative Services Department's Central Services Division, and authorized the Purchasing Manager to sign the resulting BPO in the amount of \$585,000.00. On December 3, 2002, in order to meet Central Services' expanding the production requirements, your Board approved Change Order No. 1 to this BPO resulting in a revised 60 month lease for an upgraded DocuTech 6135 digital printing system in the amount of \$738,500.00. The resulting BP009900 expires on December 31, 2007.

To allow sufficient time to complete the bidding process for the lease of a new digital printing system, the Central Services Division needs to extend the existing agreement at the same pricing for an additional 90 days, requiring a \$37,000.00 increase in the BPO amount. In accordance with the Purchasing Policy Manual, Section 2.1 (g), this increase exceeds the Purchasing Manager's authority and requires your Board's approval.

FISCAL IMPACT

This \$37,000.00 increase will result in a revised BPO maximum amount of \$852,762.33. The Administrative Services Department's Fiscal Impact Statement is attached.

Attachment: Department of Administrative Services' Fiscal Impact Statement

cc: Leslie Blagg, Administrative Services Department, Central Services Division
Sandy Hammock, Administrative Services Department Administration

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Clark L. Moots, Director of Administrative Services Department
DATE: January 8, 2008
SUBJECT: **Fiscal Impact Statement**
BPO for Lease of Xerox Docutech Copier from 12/31/07 to 3/31/08

Fiscal Impact Statement Examples

1. The department has sufficient funding

The Administrative Services Department Central Services Division has budgeted appropriately for this BPO and funding is available in the FY2007-2008 department budget. The bidding process is underway to replace this copier; however, to allow sufficient time for bid evaluation and equipment demonstration, this BPO needs to be extended from 12/31/07 through 3/31/08. Since the Central Services Division is an Internal Service Fund, County departments are charged back for their services and these charges are any anticipated costs incurred from this BPO.

3. Countywide BPO increase

The current countywide BPO was funded for \$815,762.33. An additional \$37,000 is needed to increase the BPO, which will allow the contract to carry through the end of March 2008. As mentioned earlier, as an Internal Service Fund, Central Services covers all expenditures through charging back County Departments for services.