

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: February 26, 2008

SUBJECT: Approve Change Order No. 1 to Blanket Purchase Order No. 14513 with Riebes Auto Parts LLC for Aftermarket Auto Parts, Increasing the Maximum Amount by \$25,000.00 for a Revised Maximum Amount of \$120,000.00

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 14513 with Riebes Auto Parts LLC of Newcastle for aftermarket auto parts and authorize the Purchasing Manager to sign the resulting change order to increase the maximum amount by \$25,000.00 for a revised maximum amount of \$120,000.00.

BACKGROUND

On March 20, 2007, your Board approved the award of negotiated BP014513 with Riebes Auto Parts LLC for aftermarket auto parts to be used by the Department of Public Works (DPW), Fleet Services. Based on historical usage, BP014513 was issued for the period of April 1, 2007 through March 31, 2008 in the maximum amount of \$95,000.00.

Unanticipated requirements for auto repairs and the related costs have caused a significant increase in BPO usage. The Fleet Services Division has determined that the BPO needs to be increased by an additional \$25,000.00. Upon your Board's approval, the BPO's maximum amount will be increased to \$120,000.00.

Purchasing Policy Manual, Section 2.1(g) requires your Board's approval for BPO increases exceeding ten percent.

FISCAL IMPACT

The requested change order will increase the total value of this BPO to \$120,000.00. The Department's Fiscal Impact Statement is attached.

cc: Chuck Gordan, Fleet Services Manager
Cynthia Taylor, DPW Administration

Attachment: DPW Fiscal Impact Statement

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