

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: March 25, 2008

SUBJECT: Approve the Renewal of Countywide Blanket Purchase Order Number 14572 as a Result of Competitive Bid No. 9505 with Jacobs Office Interiors in the Maximum Amount of \$100,000.00

ACTION REQUESTED

Approve the renewal of countywide Blanket Purchase Order (BPO) Number 14572 with Jacobs Office Interiors of Auburn for ergonomic chairs in the maximum amount of \$100,000.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

On February 8, 2006, Bid 9505 was awarded to Jacobs Office Interiors for Ergonomic Chairs for the period March 1, 2006 through March 31, 2007. On April 3, 2007 your Board approved the renewal of BP013440 with Jacobs in the maximum amount of \$130,000.00, with modest price increases. This BPO will expire on March 31, 2008.

The terms and conditions of the bid allow for renewal of the BPO if it is deemed to be in the best interest of the County. Jacobs Office Interiors has agreed to renew for another year at the exact same pricing and terms.

FISCAL IMPACT

Based on current BPO usage, Procurement Services has projected the expenditures for the new BPO will be in the amount of \$100,000.00 for a period of April 1, 2008 through March 31, 2009. Each department is responsible for budgeting for these expenses within their own appropriations.

cc: Clark Moots, Director, Administrative Services Department

