

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: July 8, 2008

SUBJECT: Approve a Change Order to Blanket Purchase Order No. 14943 with Francis Distributing for Milk and Dairy Products in the Amount of \$60,000.00 for a Revised Maximum Amount of \$186,500.00

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**ACTION REQUESTED**

Approve a change order to Blanket Purchase Order (BPO) No. 14943 with Francis Distributing of Diamond Springs, CA in the amount of \$60,000.00 for a revised maximum amount of \$186,500.00, and authorize the Purchasing Manager to sign the resulting change order.

**BACKGROUND**

On June 27, 2006 your Board approved the award of Bid 9592 to Berkeley Farms for Milk and Dairy Products for Probation's Central Kitchen for the period July 1, 2006 through June 30, 2007. Your Board approved the renewal of the resulting BPO on June 26, 2007 for the period July 1, 2007 through June 30, 2008. At Berkeley Farms' request, the BPO was recently assigned from Berkeley Farms to Francis Distributing, Berkeley Farms' distributor.

Probation requested to renew this BPO for an additional term and Francis Distributing requested an additional 12% margin above the previous pricing structure for the current BPO. The requested increase is excessive and could not be negotiated satisfactorily; therefore a rebid is necessary. In order to allow sufficient time to conduct the bid process, the current BPO needs to be extended for three months, necessitating a \$60,000.00 increase for the extension period.

**FISCAL IMPACT**

The change order amount of \$60,000.00 exceeds the Purchasing Managers authority and requires your Board's approval. Probation's Fiscal Impact Statement is attached.

cc: Chris Artim, Sr. Administrative Services Officer, Probation Department

421

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Renee Harvey, Food Services Manager  
DATE: June 17, 2008  
SUBJECT: **Fiscal Impact Statement**  
Increase for BP014943 Francis Distribution Inc.

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The Correctional Food Services has adequate funds budgeted for increased expenses in the current year. There are also adequate funds in the proposed budget for FY 2008-09 for the three months in that period this BPO will now encompass. Therefore there is sufficient funding available for this BPO to absorb the \$60,000 increase.