

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Nancy Nittler, Personnel Director NN
By: Ann Craig, Personnel Services Manager
Date: April 21, 2009
Subject: Authorize the Purchasing Manager to extend BPO#15461 for an additional six months and increase the amount of the award by \$7,186 for a total of \$56,686.

RECOMMENDATION:

It is recommended that your Board: Authorize the Purchasing Manager to extend the term of the O.C Tanner Blanket Purchase Order #154461 for the Employee Service Award program from 1/1/08-12/31/08 to 6/30/09 and increase the original amount from \$49,500 to \$56,686 which is included in the Employee Benefits budget for 2008 – 2009 fiscal year.

INFORMATION & BACKGROUND:

Placer County has provided recognition to employees with service greater than 10 years, in five year increments, since approximately 1982. Through the standard procurement bid process, a contract was awarded to O.C. Tanner Recognition Co., Inc. effective January 1, 2004, with four additional renewals. The Service Award Blanket Purchase Order (BPO) expired December 31, 2008.

Due to a delay in the vendor's schedule and processing, the annual program update was not completed until November 2008. This in turn delayed the receipt of the materials by our employees and subsequent ordering of service awards. In order to pay invoices dated after December 31, 2008, and have adequate funds available under the BPO, to pay those invoices we are requesting to extend the O.C Tanner BPO to the end of the fiscal year 2008 - 2009 and increase the BPO amount of the award by \$7,186 to \$56,686. BPO's over \$50,000 need to be approved by the Board of Supervisors. The increase and extension of the BPO will cover the estimated bills through the end of the year; the total amount of the BPO is already included in the 2008 - 2009 Employee Benefits budget.

The Personnel Department has submitted a request to Procurement Services to proceed with either a Request for Proposal or Bid process for the 2009 – 2010 fiscal year service awards.

FISCAL IMPACT:

Approval of this action will have no additional impact on the general fund; the requested amount is fully budgeted in the Employee Benefits budget.

cc: Jim Boggan, Purchasing Manager

