

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: November 3, 2009

SUBJECT: Approve Change Order No. 1 to Competitively Awarded Blanket Purchase Order No. 16652 with Excelchem Environmental Labs for Environmental Lab Analysis Services, Increasing the Maximum Amount by \$23,000.00 for a Revised Maximum Amount of \$72,000.00

ACTION REQUESTED

Approve Change Order No. 1 to competitively awarded Blanket Purchase Order (BPO) No. 16652 with Excelchem Environmental Labs for environmental lab analysis services, extending the expiration date and increasing the maximum amount by \$23,000.00 for a revised maximum amount of \$72,000.00, and authorize the Purchasing Manager to sign the change order.

BACKGROUND

On October 11, 2007 the Purchasing Manager awarded a BPO to Excelchem Environmental Labs for environmental lab analysis services as a result of competitive Bid No. 9728. On April 9, 2009, BP016652 was issued to renew the contract through September 30, 2009 when a new bid was expected to be awarded.

The Procurement Services Division is in the process of evaluating and awarding the new bid, which will require your Board's approval. To allow time for this process, Facility Services has requested that BP016652 be extended to November 30, 2009 and increased by \$23,000.00 to cover anticipated requirements. The new maximum amount of \$72,000.00 requires your Board's approval.

FISCAL IMPACT

Upon your Board's approval, the maximum amount of BP016652 will be increased to \$72,000.00 and the expiration date will be extended to November 30, 2009. Facility Services' Fiscal Impact Statement is attached.

Attachment: Facility Services' Fiscal Impact Statement

cc: Jim Durfee, Director, Facility Services
Will Dickinson, Deputy Director, Environmental Engineering/Utilities, Facility Services
Valerie Bayne, Administrative Services Manager, Facility Services

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: James Durfee, Director
DATE: November 3, 2009
SUBJECT: **Fiscal Impact Statement**
BPO for Environmental Laboratory Analysis Services for the extended period through 11/30/09

The initial amount of the BPO for environmental lab analysis was for \$49,000 and the Department is requesting an additional \$23,000. This increase is due to quarterly sampling, priority pollutants sampling and radionuclide tests required and a two month extension of the BPO. The Department of Facility Services has budgeted appropriately for this expense in the Sewer Maintenance Districts #1, #2, and #3 and Sewer CSA's. Therefore there is sufficient funding available for this increase.

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