

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *by JB*

DATE: December 8, 2009

SUBJECT: Approve Change Order No. 3 in the Amount of \$2,000.00 to Competitively Awarded Countywide Blanket Purchase Order No. 16057 with Golden State Business Systems for Printer Maintenance

ACTION REQUESTED

Approve Change Order No. 3 to competitively awarded Countywide Blanket Purchase Order (BPO) No. 16057 with Golden State Business Systems for printer maintenance to increase the maximum amount by \$2,000.00, and authorize the Purchasing Manager to sign the Change Order.

BACKGROUND

On October 10, 2006 the Board of Supervisors approved the award of Countywide Blanket Purchase Order to Golden State Business Systems for printer maintenance as a result of competitive Bid No. 9609. The third renewal of the BPO was issued for the effective period of October 1, 2008 through September 30, 2009 in the maximum amount of \$45,000.

It is difficult to forecast usage for Countywide BPOs because each department places their own orders and usage varies widely between departments. Section 2.4(a) of the Purchasing Policy Manual allows the Purchasing Manager to execute blanket purchase orders that are less than \$50,000.00. The BPO was increased by \$4,800.00 under Change Order No. 1 resulting in a new maximum amount of \$49,800.00. Change Order No. 2 increased the BPO by \$110.00 for a revised total of \$49,910.00 to cover additional invoices that were received. However, there are still additional outstanding invoices that exceed the Purchasing Manager's authority. According to a report of outstanding invoices, an additional \$2,000.00 needs to be added to BP016057 to process payment for those final invoices. Therefore Your Board's approval is requested to issue Change Order No. 3. in the amount of \$2,000.00, enabling the County to pay final invoices and close out BP016057.

FISCAL IMPACT

This Change Order will increase the BPO by \$2,000.00, to \$51,910.00

