

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: April 6, 2009

SUBJECT: Approve Change Order No. 2 to BPO No. 16703 with Jacobs Office Interiors for Ergonomic Chairs to Increase it in the Maximum Amount of \$20,000 and Extend the Expiration Date to April 30, 2010

ACTION REQUESTED

Approve Change Order No. 2 to increase Blanket Purchase Order (BPO) No. 16703 with Jacobs Office Interiors for ergonomic chairs in the amount of \$20,000, resulting in a new maximum amount of \$70,000, extend the expiration date to April 30, 2010, and authorize the Purchasing Manager to sign the revised BPO.

BACKGROUND

On February 15, 2006, Bid No. 9505 for ergonomic chairs was awarded to Jacobs Office Interiors and as the result, a Countywide BPO was issued for the period March 1, 2006 through March 31, 2007. The BPO was renewed for two subsequent years. The current BPO No. 16703, in the amount of \$40,000 will expire on March 31, 2010. The BPO was recently depleted due to a significant increase in department's requirements for ergonomic chairs, as a result of departments relocating to the South Placer Justice Center, the new leased facility on Sunset Blvd. in Rocklin, and the new Rocklin Library. A new bid is being processed for a new contract, which is anticipated to be awarded on or before April 30, 2010. BPO 16703 will need to be extended to accommodate departments' requirements until the new bid is awarded.

FISCAL IMPACT

It is anticipated that an additional \$20,000.00 will be required to accommodate the recent increase in department's requirements, and for routine purchases during the extended term. Each department is responsible for budgeting for these expenses within their own appropriations.

