

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: November 2, 2010

SUBJECT: Approve Change Orders to four Blanket Purchase Orders with Nelson's Building Maintenance and Unisource for Janitorial Supplies in the Aggregate Amount of \$65,000.00 for a Revised Maximum Aggregate Amount of \$366,400.00

ACTION REQUESTED

Approve change orders to Blanket Purchase Orders (BPO) No. 16707 & 16710 with Nelson's Building Maintenance of Fairfield and No. 16708 & 16711 with Unisource of Sacramento in the aggregate amount of \$65,000.00 for a revised maximum aggregate amount of \$366,400.00, and authorize the Purchasing Manager to sign the resulting change orders.

BACKGROUND

On May 12, 2009 your Board approved the third renewal of BPOs with Nelson's Building Maintenance and Unisource for janitorial supplies for the Departments of Facility Services and Sheriff in the maximum aggregate amount of \$286,000.00. To allow time to develop an improved Invitation for Bids, the Purchasing Manager extended the BPOs until September 31, 2010 and increased the BPO amounts within the Purchasing Manager's signature authority. The departments are still revising specifications to include more "green" products and to increase opportunities for competition between suppliers. Therefore the BPOs need to be extended for an additional 90-day period and increased beyond the Purchasing Manager's signature authority as follows:

<u>BPO No.</u>	<u>Vendor</u>	<u>Current BPO Amount</u>	<u>Requested C/O Amount</u>	<u>Revised BPO Amount</u>	<u>Department</u>
16707	Nelson's Bldg	\$ 89,000.00	\$ 20,000.00	\$ 109,000.00	Facility Svcs
16710		\$ 25,200.00	\$ 5,000.00	\$ 30,200.00	Sheriff
16708	Unisource	\$ 124,500.00	\$ 20,000.00	\$ 144,500.00	Facility Svcs
16711		\$ 62,700.00	\$ 20,000.00	\$ 82,700.00	Sheriff
		\$ 301,400.00	\$ 65,000.00	\$ 366,400.00	

FISCAL IMPACT

In accordance with Purchasing Policy Manual, Section 2.4(c) the Purchasing Manager may authorize change orders to a Board of Supervisors approved contract up to ten percent or \$49,999.99, whichever is less. The requested increases totaling \$65,000.00 exceed the ten percent threshold so your Board's approval is requested.

cc: Barbara Besana, Administrative Services Manager, Sheriff's Department
 Valarie Bayne, Administrative Services Manager, Facility Services

