

**MEMORANDUM  
COUNTY OF PLACER  
ADMINISTRATIVE SERVICES DEPARTMENT  
PROCUREMENT DIVISION**

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: April 12, 2011

SUBJECT: Approve Change Order No. 1 to Blanket Purchase Order No. 17664 with NexusIS, Inc. for Technical Support Services to Maintain the County's NEC Telephone Network, Increasing the Maximum Amount by \$55,000.00 for a Revised Maximum Amount of \$120,414.00

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**ACTION REQUESTED**

Approve Change Order No. 1 to Blanket Purchase Order (BPO) No. 17664 with NexusIS, Inc. of Pleasanton, CA for technical support services to maintain the County's NEC telephone network, and authorize the Purchasing Manager to sign the resulting change order increasing the maximum amount by \$55,000.00 for a revised maximum amount of \$120,414.00.

**BACKGROUND**

On April 27, 2010, your Board approved the renewal of BPO No. 15673 with Nexus IS Inc. of Pleasanton, CA as a result of competitive Bid No. 9799 for maintenance and support services to maintain the County's NEC telephone network. Based on historical usage, BP017664 was established for the period of May 1, 2010 through April 30, 2012 in the maximum amount of \$65,414.00.

Due to higher than anticipated departmental demand and the completion of various upcoming projects, the department is requesting Change Order No. 1 to provide sufficient funding for the remaining term of the BPO.

PPM 2.1(g) requires your Board's approval for a contract change in an amount greater than ten percent.

**FISCAL IMPACT**

The requested change order will increase BP017664 by \$55,000.00 for a revised maximum amount of \$120,414.00. Administrative Services' Fiscal Impact Statement is attached.

Attachment: Administrative Services Fiscal Impact Statement

cc: Clark L. Moots, Director of Administrative Services  
Kathy Buchanan, Deputy Director of Information Technology  
Sandy Hammock, Administrative Services Officer

## FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Clark L. Moots, Director of Administrative Services

DATE: April 12, 2011

SUBJECT: **Fiscal Impact Statement**  
Recommendation to Approve Change Order #1 in the Amount of \$55,000 to Blanket Purchase Order No. 17664 with NexusIS, Inc.

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The Telecommunications Division of Administrative Services (Department) is requesting approval of Change Order #1 in the amount of \$55,000 to Blanket Purchase Order No. 17664 with NexusIS for technical support services to maintain the County's NEC telephone network.

Funds are not encumbered until services are actually purchased against the Blanket Purchase Order. The requested increase of \$55,000 is for the completion of upcoming billable projects to user departments and will not have a negative impact on the Telecommunication Division's Operating Budget.

The Department has budgeted appropriately for this Blanket Purchase Order and funding is available in the Telecommunications Division's FY 2010-11 Budget (02100).