

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: July 23, 2013
SUBJECT: Extend and Increase of Various Competitively Awarded Blanket Purchase Orders for the purchase of Food for Probation's Central Kitchen.

ACTION REQUESTED

1. Approve the extension and the increase of various Blanket Purchase Orders (BPOs) for the purchase of food for Probation's Central Kitchen in the maximum amount of \$200,000, funded by the proposed FY 2013-2014 department budget and authorize the Purchasing Manager to sign the resulting extensions and increases.

BACKGROUND

Probation's Central Kitchen requires blanket purchase orders for food items to support day-to-day operations of the County Jail and Juvenile Detention Facility. On June 5, 2012 your Board approved the renewal of BPOs for food, produce and dairy items as a result of competitive Bids. Your Board also authorized the Purchasing Manager to transfer funds between BPOs as needed. All of the current BPOs expired June 30, 2012.

The department has determined an additional \$200,000 is needed to support their requirements and an extension of time for three months to conduct a thorough bid process. Your Board's approval is required for this action.

FISCAL IMPACT

Upon your Board's approval, the aggregate amount of the BPOs will increase from \$788,000 to \$988,000 and will be extended for the period July 1, 2013 through September 30, 2013. Probation's Fiscal Impact Statement is attached.

cc: Chris Artim, Senior Administrative Services Officer, Probation
Renee Harvey, Central Kitchen Food Services Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Chris Artim, Senior Administrative Services Officer
DATE: 07/01/13
SUBJECT: **Fiscal Impact Statement**
Various Food, Produce and Dairy Blanket Purchase Orders (BPOs) Increase

Fiscal Impact Statement

1. The department has sufficient funding.

The Correctional Food Service Kitchen has budgeted appropriately for the increase of various BPOs and funding is available in the proposed FY 2013-2014 department budget.