

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 24, 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 change orders to blanket purchase orders with various firms for the purchase of food increasing the blanket purchase orders by the total aggregate amount of \$288,000, funded by the proposed FY 2013-2014 department budget and extending the blanket purchase orders through November 30, 2013, 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 July 23, 2013, your Board approved change orders to various blanket purchase orders (BPOs) for food, produce, and dairy items in order for Procurement Services to conduct a competitive bid solicitation increasing the BPOs by the total aggregate amount of \$200,000 and extending the BPOs through September 30, 2013.

The Procurement Division released Invitation for Bid (IFB) No. 10288 for Food & Culinary Items on August 21, 2013. The IFB was distributed via the County's electronic bidding system to fifty-one vendors and was also posted on Procurement's website. Thirty-one vendors accessed the IFB and a total of ten bids were received.

During the evaluation process, Procurement Services determined that the IFB was unable to be properly evaluated due to ambiguous pricing structures submitted by the firms. Procurement and Probation are revising the specifications and pricing structure to ensure the bidders are able to respond appropriately to the bid. This will allow the County to properly evaluate and award contracts which are in our best interest.

Probation has determined an additional \$288,000 is needed to support their purchase requirements and an extension to the BPOs of two months is required to conduct a thorough re-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 \$988,000 to \$1,276,000 and will be extended for the period October 1, 2013 through November 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.

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