

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

**TO:** Honorable Board of Supervisors  
**FROM:** Brett Wood, Purchasing Manager  
**DATE:** December 9, 2014  
**SUBJECT:** Increase of Various Competitively Awarded Blanket Purchase Orders for the purchase of Food for Probation's Central Kitchen.

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**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 \$50,000 funded by the current FY 2014-2015 department budget
2. Approve the renewal for the upcoming year beginning January 1, 2015 through Dec 31, 2015 and one additional one year term provided the renewal amounts do not exceed 10 percent of the recommended maximum aggregate amount of \$1,142,567 and
3. Authorize the Purchasing Manager to sign the resulting change orders, new blanket purchase orders and transfer funds between blanket purchase orders as needed.

**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 December 10, 2013, your Board approved Bid No. 10304 for Food and Culinary Items and twelve vendors were awarded Blanket Purchase Orders (BPOs) in a total aggregate amount of \$1,042,567. These BPOs will expire December 31, 2014, after which your Board has already approved subsequent renewals for this Bid.

Over this past year the Sheriff's Office has increased inmate population by 15% which is a substantial increase from the initial estimate provided for the opening of the new South Placer Jail Facility. The additional inmate population has caused an increase in the food service production process familiar to the Food Service Program provided by Probation in past years. This in turn has created the need to purchase more food to meet dietary needs of the inmates housed in our detention facilities.

Since the current term is near expiration and the Department has determined an increase is required this early in the duration of Bid No. 10304, your Board's approval is required to renew the contract with a new aggregate amount not to exceed \$1,142,567. This amount includes the additional \$50,000 needed to support their purchase requirements for the remaining contract term.

**FISCAL IMPACT**

Upon your Board's approval, the aggregate amount of the BPOs will increase from \$1,042,567 to \$1,142,567 and will be renewed for the period January 1, 2015 through December 31, 2015. Probation's Fiscal Impact Statement is attached.

cc: Chris Artim, Senior Administrative Services Officer, Probation

## FISCAL IMPACT STATEMENT

**TO:** Honorable Board of Supervisors  
**FROM:** Chris Artim, Senior Administrative Services Officer  
**DATE:** 12/9/14  
**SUBJECT:** **Fiscal Impact Statement**  
Various Food, Produce and Dairy Blanket Purchase Orders (BPOs) Increase

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### **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 2014-2015 and FY 2015-2016 department budget.