

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: January 20, 2015
SUBJECT: Kitchen Equipment Repairs – Roseville Refrigeration

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. 21501 with Roseville Refrigeration of Roseville, CA for refrigeration equipment maintenance and repair services on behalf of the Central Kitchen, Facility Services, and Sheriff's Office to extend the blanket purchase order term through June 30, 2015, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

On July 17, 2014, Procurement Services awarded BP021501 (BPO) to Roseville Refrigeration, as a result of competitive Bid No. 9707, for refrigeration equipment maintenance and repair services on behalf of the Central Kitchen and Sheriff's Office in the maximum amount of \$50,000 for the period of July 1, 2014 through December 31, 2014.

Procurement Services has determined that additional time will be needed to complete a new competitive solicitation. In addition, Facility Services has requested to use this BPO for the services provided by the vendor. The extended term will allow Procurement Services to work with the using Departments to develop and modify the new bid requirements.

The requested BPO extension exceeds the Purchasing Manager's signature authority. Therefore, your Board's approval is required to process a change order to extend the BPO term through June 30, 2015 and to authorize the Purchasing Manager to sign the resulting change order.

FISCAL IMPACT

There is no fiscal impact to extend this BPO. Upon your Board's approval, BP021501 will be extended through June 30, 2015. The departments have budgeted appropriately for these services in their FY 2014-15 budgets.

cc: Chris Artim, Senior Administrative Services Officer – Probation Department
Valerie Bayne, Administrative Services Manager – Facility Services
Virginia Valenzuela, Senior Administrative Services Officer – Sheriff's Office

