MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors   **Revision 1**

FROM: David Seward, Purchasing Manager

DATE: February 6, 2007

SUBJECT: Approve Change Order No. 6 to Countywide Blanket Purchase Order No. 13005 with Corporate Express for Office Supplies in the amount of $40,000.00

ACTION REQUESTED

Approve Change Order No. 6 to countywide Blanket Purchase Order (BPO) No. 13005 with Corporate Express of Sacramento and authorize the Purchasing Manager to sign the resulting change order in the amount of $40,000.00.

BACKGROUND

On December 5, 2006 the Board of Supervisors approved the award of a countywide BPO to Corporate Express for office supplies, based on a cooperative purchasing agreement as a result of a competitive bid awarded by another government agency. In that action, the Board also approved an increase to BPO No. 13005 with Corporate Express, which expired on November 30, 2006, to pay outstanding invoices which exceeded the available balance. This BPO is used by all County departments, who place orders directly with Corporate Express via the internet. Because departments don't always process their invoices in a timely manner, it is difficult for Procurement and the Auditor-Controller to determine at any given time the amount owed for outstanding invoices. The amount of the increase to BPO No. 13005 approved on December 5, 2006 was based on our best estimation of the amount of outstanding invoices. Procurement recently learned that there are still a number of outstanding invoices that need to be paid against this BPO that exceed the amount approved on December 5, 2006. Based on a recent report provided by the vendor, the amount of unpaid invoices totals approximately $40,000.

FISCAL IMPACT

The requested amendment will increase the total value of the BPO to $1,055,000. Each department is responsible for budgeting for these expenses within their own appropriations.

cc: Jose Rodriquez, Auditor Controller's Office

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