

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager *BWW*

DATE: June 5, 2012

SUBJECT: Approve the Renewal of a Competitively Awarded Blanket Purchase Order with Herberger's Elk Grove Funeral Chapel for Diener Services in the Maximum Amount of \$107,000.00

ACTION REQUESTED

Approve the renewal of a competitively awarded Blanket Purchase Order (BPO) with Herberger's Elk Grove Funeral Chapel for diener services in the maximum amount of \$107,000.00 and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Sheriff's Department requires an annual blanket purchase order for diener services to assist the Coroner in his morgue duties. On June 7, 2011 your Board approved the second renewal of competitive Bid No. 9919 in the amount of \$107,000.00 for the period of July 1, 2011, through June 30, 2012.

The department has submitted a request to renew this BPO for another year. Herberger's Elk Grove Funeral Chapel has agreed to renew for another year at the same pricing, terms, and conditions as the current agreement. Section 1.3(o) of the Purchasing Policy Manual allows the renewal of this BPO based on satisfactory service to avoid the interruption of County business, and if it makes good business sense.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Herberger's Elk Grove Funeral Chapel in the maximum amount of \$107,000.00 for the period of July 1, 2012 through June 30, 2013. The Sheriff's Fiscal Impact Statement is attached.

Attachments: Sheriff's Fiscal Impact Statement

cc: Janice Gage, Sheriff's Department Administrative Services Manager
Dennis Watt, Sheriff's Department Chief Deputy Coroner/Investigator

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EDWARDN.BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: June 5, 2012
SUBJECT: Fiscal Impact Statement
BPO Renewal for Herberger's Elk Grove Funeral Chapel for the period 07-01-12 – 06-30-13

The fiscal impact is that this BPO may exceed the amount allocated for it in the budget. However, if possible, funds from the overall Sheriff's budget will offset this shortfall.

The Herberger's Elk Grove Funeral Chapel BPO is used by the Coroner's Unit for diener services. The request for this renewal BPOs is \$107,000 based on history and projections of the current activity. This service is not an option but is driven by the number of coroner cases.