

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager *DS*

DATE: January 9, 2007

SUBJECT: Approve Change Order No. 3 to Blanket Purchase Order No. 13427 with National Medical Services for Forensic Toxicology Laboratory Services in the Amount of \$12,000.00

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**ACTION REQUESTED**

Approve Change Order No. 3 to Blanket Purchase Order (BPO) No. 13427 with National Medical Services of Willow Grove, PA, for forensic toxicology laboratory services and authorize the Purchasing Manager to sign the amended blanket purchase order in the amount of \$12,000.00.

**BACKGROUND**

As a result of a renewal option year from Bid No. 8943, a Blanket Purchase Order was issued on February 7, 2006 to National Medical Services of Willow Grove, PA, for forensic toxicology laboratory services in the not-to-exceed amount of \$40,000.00. This estimated annual amount was based on past purchase history. As a result of increased cases being sent to the Coroner, your Board approved a request to increase the total BPO amount to \$70,000.00 on August 22, 2006.

BPO No. 13427 expires on February 1, 2007. The Coroners Office estimates that they will need another \$12,000.00 to handle the dramatic increase in cases that have occurred throughout the contract period. The revised blanket purchase order, including the additional \$12,000.00, will be in the amount of \$82,000.00. The increase exceeds the Purchasing Manager's authority under Purchasing Policy Manual, Paragraph 2.1(g) and therefore requires your Board's approval.

**FISCAL IMPACT**

The Coroners Office has budgeted sufficiently for this increase.

cc: Dennis Watt, Coroners Office  
Barbara Besana, Administrative Services Manager – Sheriffs Office  
Elisabeth Zmyslowski, Accountant Auditor/Supervisor – Sheriffs Office

