

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: July 21, 2009

SUBJECT: Approve the Award of Competitive Bid No. 9919 to Herberger's Elk Grove Funeral Chapel for Diener Services in the Maximum Amount of \$87,000.00

ACTION REQUESTED

Approve the award of competitive Bid No. 9919 to Herberger's Elk Grove Funeral Chapel of Elk Grove, CA, for diener services in the maximum amount of \$87,000.00 and authorize the Purchasing Manager to sign the resulting blanket purchase order (BPO).

BACKGROUND

The Placer County Sheriff-Coroner-Marshal's Office requires an annual contract for diener services on an as-needed basis during weekdays and weekends. Invitation for Bid No. 9919 was distributed via the County's E-Bid system to twelve potential vendors and was also posted on the County's website. A total of three bids were received from non-local vendors. No prompt payment discounts were offered. The bids were evaluated by determining the lowest fixed price per hour for diener services. Herberger's Elk Grove Funeral Chapel submitted the lowest responsive bid. A complete copy of the bid evaluation is submitted as Exhibit A.

FISCAL IMPACT

Upon your Board's approval, a BPO will be issued to Herberger's Elk Grove Funeral Chapel in the maximum amount of \$87,000.00 for the period of August 1, 2009 through June 30, 2010. The Sheriff-Coroner-Marshals' Fiscal Impact Statement is attached.

Attachments:

1. Exhibit A – Bid Tabulation and Recommendation for Award
2. Sheriff's Fiscal Impact Statement

cc: Dennis Watt, Sheriff-Coroner-Marshal's Office
Barbara Besana, Sheriff-Coroner-Marshal's Office

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COUNTY OF PLACER, AUBURN, CA



BID EVALUATION & AWARD RECOMMENDATION

Bid No. 9919
Title: Diener Services
Due Date: 6/18/09

Buyer Name: Jon Manning
Phone: 530-889-4290
Estimated Award Date: 7/21/09

(Recommended award is highlighted)

| Name of Firm | | | Herberger's Elk Grove Funeral Chapel | | Browning's Placer Transport | | First Choice Transport, Inc. | |
|--|---|-----|---|-----------|------------------------------------|-----------|-------------------------------------|-----------|
| City/State | | | Elk Grove, CA | | Roseville, CA | | Auburn, CA | |
| Telephone | | | 916-686-1888 | | 916-532-2770 | | 530-392-3468 | |
| Fax Number | | | 916-686-1810 | | 916-630-1014 | | - | |
| LVP Certified? ⁽¹⁾ | | | No | | No | | No | |
| Invoice Terms ⁽²⁾ | | | Net 30 | | Net 30 | | Net 30 | |
| Item No. | Item Description | Qty | Unit Price | Extension | Unit Price | Extension | Unit Price | Extension |
| 1 | Fixed Price Per Hour for Diener Services On: Weekdays | 1 | 44.00 | 44.00 | 45.00 | 45.00 | 45.00 | 45.00 |
| 2 | Weekends | 1 | 44.00 | 44.00 | 55.00 | 55.00 | 60.00 | 60.00 |
| (1) Local Vendor Preference is granted to those firms who file an LVP Affidavit with the County prior to the close of the bid. | | | Bid Total 88.00 | | Bid Total 100.00 | | Bid Total 105.00 | |
| | | | LVP 0.00 | | LVP 0.00 | | LVP 0.00 | |
| | | | Prompt Pay Disc 0.00 | | Prompt Pay Disc 0.00 | | Prompt Pay Disc 0.00 | |
| (2) Invoice Terms of less than 10 days cannot be considered. | | | Ref. Price \$88.00 | | Ref. Price \$100.00 | | Ref. Price \$105.00 | |

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PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: July 21, 2009
SUBJECT: Fiscal Impact Statement
Diener Services for the period 08-01-09 – 06-30-10

The Coroner's Unit requires transportation and diener services. The request for \$87,000 for diener services is based on history and projections of the current activity. The amount in the budget for this fiscal year is \$120,000 for both of these services. These services are not an option but are driven by the number of coroner cases that is the responsibility of the county to provide.

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

