

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

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *by AP*

DATE: December 8, 2009

SUBJECT: Approve the Renewal of a Sole-Source Blanket Purchase Order with National Medical Services for Forensic Toxicology Laboratory Services in the Maximum Amount of \$70,000.00

---

**ACTION REQUESTED**

Approve the renewal of a sole-source Blanket Purchase Order (BPO) No. 16412 with National Medical Services of Willow Grove, PA, for forensic toxicology laboratory services for the Coroner's Office, and authorize the Purchasing Manager to sign the resulting blanket purchase order in the maximum amount of \$70,000.00.

**BACKGROUND**

Competitive Bid No. 8943 for forensic toxicology laboratory services was awarded to the sole responsive bidder, National Medical Services, in 2002. The resulting BPO was subsequently renewed for three successive one-year periods under the Purchasing Manager's authority. Your Board then approved three additional one-year renewals. The most recent award resulted in the issuance of BP016412, which expires on December 31, 2009.

The Coroner's Office has requested the renewal of the BPO with National Medical Services for an additional year. Section 1.3(a) of the Purchasing Policy Manual allows for the award of a BPO for expert and professional services without competitive bidding. Procurement has also researched the availability of qualified firms to provide these services. As in previous years, it has been determined that National Medical Services is the only qualified and accredited firm in the region who can meet the Coroner's needs. National Medical Services has agreed to renew the BPO at the exact same pricing, terms, and conditions as the current contract.

**FISCAL IMPACT**

The BPO resulting from this recommendation will be in the maximum amount of \$70,000.00 and will be effective from January 1, 2010 through December 31, 2010. The Sheriff's Department's Fiscal Impact Statement is attached.

*Attachment: Sheriff-Coroner-Marshall's Office Fiscal Impact Statement*

cc: Dennis Watt, Coroner's Office  
Barbara Besana, Administrative Services Manager – Sheriff's Office

PLACER COUNTY  
**SHERIFF**  
CORONER-MARSHAL



EDWARD N. BONNER  
SHERIFF-CORONER-MARSHAL

---

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors  
FROM: Sheriff Edward Bonner  
DATE: November 17, 2009  
SUBJECT: Fiscal Impact Statement  
BPO Renewal for National Medical Services, Inc. for the period 01-01-10 – 12-31-10

The National Medical Services, Inc. BPO is used by the Coroner's Unit for toxicology. The request for our BPO is for \$70,000 per history and projections of the current activity. The amount in the budget for this fiscal year is \$40,000. At the current usage and rates, we anticipate spending approximately \$60,000 - \$70,000 for FY 09/10. These services are not an option when needed as part of a Coroner's examination. Expenditures for this and other Coroner's services were anticipated to exceed the current funding available by the department.

The fiscal impact is that this BPO will exceed the amount allocated for it in the budget. The shortfall should not exceed the budget for the Sheriff overall.