

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 22, 2010

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 as-needed to support their Morgue operations. With your Board's approval, BPO No. 17119 was awarded to Herberger's Elk Grove Funeral Chapel as a result of competitive Bid No. 9919 for the period of August 1, 2009, through June 30, 2010.

The department has requested 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. In accordance with Section 1.3(o) of the Purchasing Policy Manual, County policy allows for the renewal of a contract 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, 2010, through June 30, 2011. The Sheriff's Fiscal Impact Statement is attached.

Attachments: Sheriff's Fiscal Impact Statement

cc: Don Hutchinson, Sheriff's Department Administrative Captain
Barbara Besana, Sheriff's Department Administrative Services Manager
Dennis Watt, Sheriff's Department Chief Deputy Coroner/Investigator

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EST. 1851

EDWARDN.BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: June 9, 2010
SUBJECT: Fiscal Impact Statement
BPO Renewal for Herberger's Elk Grove Funeral Chapel for the period 07-01-10 – 06-30-11

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 for \$107,000 for diener services based on history and projections of the current activity. These services are not an option but are driven by the number of coroner cases.