

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: June 7, 2011

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 22, 2010 your Board approved the first renewal of competitive Bid No. 9919 in the amount of \$107,000.00 for the period of July 1, 2010, through June 30, 2011.

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, 2011 through June 30, 2012. 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

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**PLACER COUNTY
SHERIFF
CORONER-MARSHAL**



**EDWARDN.BONNER
SHERIFF-CORONER-MARSHAL**

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: June 6, 2011
SUBJECT: Fiscal Impact Statement
BPO Renewal for Herberger's Elk Grove Funeral Chapel for the period 07-01-11– 06-30-12

Funds are included in the current FY 2011/2012 Sheriff's Department budget for these expenses resulting in no additional fiscal impact to the General Fund.

The Herberger's Elk Grove Funeral Chapel BPO is used by the Coroner's Unit for diener services. The request for this BPO renewal is for \$107,000 for Diener services based on history and projections of the current activities. These services are driven by the number of coroner cases.

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