

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: October 22, 2013
SUBJECT: Indigent Burial and Cremation Services – Hooper and Weaver Mortuary Inc.

ACTION REQUESTED

1. Approve Change Order No. 2 to Blanket Purchase Order No. 20201 with Hooper and Weaver Mortuary Inc. for indigent burial and cremation services increasing the blanket purchase order amount by \$35,000 resulting in a new maximum amount of \$100,000, funded by the Health and Human Services FY 2013-14 final budget with no additional net County cost, and extending the blanket purchase order through December 31, 2013, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

Placer County Health and Human Services (HHS) provides burial and cremation services for individuals with insufficient assets. Generally, these individuals are recipients of General Relief and Supplemental Security Income. On July 9, 2013, your Board approved Change Order No. 1 to increase Blanket Purchase Order (BPO) No. 20201 to a maximum amount of \$65,000. This BPO expired on September 30, 2013. A new bid is being developed and will be recommended for award prior to December 31, 2013.

HHS has determined an additional \$35,000 is needed to support the department's purchase requirements and an extension to the BPO of three months is required to prevent a lapse in service during the bid solicitation process. The requested increase exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the BPO amount to \$100,000 and to extend the BPO through December 31, 2013.

FISCAL IMPACT

Upon your Board's approval, BP020201 will be increased from \$65,000 to \$100,000 and will be extended through December 31, 2013. Health and Human Services' Fiscal Impact Statement is attached.

Attachment: Health and Human Services Fiscal Impact Statement

cc: Richard J. Burton, M. D. M.P.H., Director of Health & Human Services
Cheryl S. Davis, Director of HHS-Human Services



Placer County
Health and Human Services Department

MEMORANDUM
Administrative Services

Date: October 22, 2013
To: Honorable Board of Supervisors
From: Rebecca Mellott, Director of Administrative Services
Subject: **Fiscal Impact Statement**
BPO for Indigent Burial
HHS Client Aid Budget
For the period October 1, 2013 through December 31, 2013

The Department has budgeted appropriately for the renewal of this Blanket Purchase Order (BPO) in the amount of \$100,000 (all County cost), and funding is included in the FY2013-14 Final Budget. These mandated services are provided to deceased indigent persons. Funding for this BPO is all County General Fund.

Perspective, Hope, and Opportunity