

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: November 5, 2013
SUBJECT: Morgue Transportation Services – Herberger's Elk Grove Funeral Chapel

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. 19831 with Herberger's Elk Grove Funeral Chapel of Elk Grove, CA for morgue transportation services increasing the blanket purchase order amount by \$17,000 resulting in a new maximum amount of \$66,000, funded by the Sheriff's Office FY 2013-14 Final Budget with no additional net County cost, and extending the blanket purchase order through October 31, 2013, and authorize the Purchasing Manger to sign the resulting blanket purchase order.

BACKGROUND

Placer County Sheriff's Office requires an annual blanket purchase order (BPO) for Morgue Transportation services for providing transportation and preparation of human remains. On June 8, 2012, the Purchasing Manager approved the renewal of a competitively awarded BPO as a result of Bid No. 9919 in the amount of \$49,000 for the period of July 1, 2012 through June 30, 2013.

The Sheriff's Office has determined an additional \$17,000 is needed to support the department's service requirements and an extension to the BPO of four months is required to prevent a lapse in service during the renewal process. The vendor has agreed to continue honoring the same pricing and terms through the extended period. The requested increase exceeds the Purchasing Manager's authority.

Therefore, your Board's approval is required to process a change order increasing the BPO in the amount of \$17,000 and extending the BPO through October 31, 2013.

FISCAL IMPACT

Upon your Board's approval, BP019831 will be increased from \$49,000 to \$66,000 and will be extended through October 31, 2013. The Sheriff's Fiscal Impact Statement is attached.

Attachments: Sheriff's Fiscal Impact Statement

cc: Dennis Watt, Chief Deputy Coroner/Investigator
Judy LaPorte, Sheriff's Office Administrative Services Manager



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



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EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: November 5, 2013
SUBJECT: Fiscal Impact Statement
BPO for Herberger's Elk Grove Funeral Chapel

Funds are included in the FY 2013-14 Sheriff's Office budget for these expenses resulting in Budgeted Net County Costs of \$66,000.00.

The Herberger's Elk Grove Funeral Chapel BPO is used by the Coroner's Unit for diener and transportation services. These services are not an option, but rather a necessity as part of the Coroner's examination. Based on our current usage, we are requesting an additional \$17,000 for a total BPO amount of \$66,000 for morgue transportation services.