

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 23, 2014
SUBJECT: Diener Services – Herberger's Elk Grove Funeral Chapel

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. 20928 with Herberger's Elk Grove Funeral Chapel of Elk Grove, CA for diener services increasing the BPO amount by \$40,700, resulting in a new maximum amount of \$147,700, funded by the Sheriff's Office FY 2014-15 Final Budget, with no new Net County Cost, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

Placer County Sheriff's Office requires an annual blanket purchase order (BPO) for diener services to provide as needed assistance to Placer County's pathologist with postmortem examinations, cleanup and performing general tasks to support the morgue's operations. On October 22, 2013, your Board approved the renewal of a competitively awarded BPO as a result of competitive Bid No. 9919 in the amount of \$107,000 for the period of November 1, 2013 through October 31, 2014.

The Sheriff's Office has determined an additional \$40,700 is required to support the department's service requirements through the BPO period. The requested increase amount exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the BPO.

FISCAL IMPACT

Upon your Board's approval, BP020928 will be increased by \$40,700 to a new maximum amount of \$147,700. The Sheriff's Office has advised that sufficient funding is available in the FY2014-15 budget to support the requested BPO with a net County cost of \$147,700. Funds are not encumbered until services are rendered against the BPO.

cc: Dennis Watt, Chief Deputy Coroner/Investigator
Virginia Valenzuela, Sheriff's Office Senior Administrative Services Officer

