

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: December 9, 2014
SUBJECT: Indigent Burial Services – Hooper and Weaver Mortuary.

ACTION REQUESTED

1. Approve the renewal of a competitively awarded blanket purchase order with Hooper and Weaver Mortuary of Grass Valley, CA for indigent burial services in the maximum amount of \$65,000, funded by Health and Human Services FY2014-15 current budget and FY2015-16 requested budget with no new net County cost, for the period of January 1, 2015 to December 31, 2015, and authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Department of Health and Human Services has a continued need for burial and cremation services for individuals with insufficient assets. Generally, these individuals are recipients of General Relief and Supplemental Security Income. On December 10, 2013, your Board approved the award of competitive Bid No. 10314 to Hooper and Weaver Mortuary and authorized the Purchasing Manager to sign the resulting blanket purchase order (BPO) effective January 1, 2014 through December 31, 2014.

Hooper and Weaver agreed to renew the BPO with a minimal price increase. Section 15 of the General Terms and Conditions of the original bid solicitation allows the renewal of this agreement at the County's option.

Your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$65,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Hooper and Weaver Mortuary in the department's requested maximum amount of \$65,000 for the period of January 1, 2015 through December 31, 2015. Purchases are funded by the Health and Human Services FY 2014-15 budget and FY2015-16 budget for these expenses resulting in budgeted net County costs of \$65,000 per year. Funds are not encumbered until services are requested against the BPO.

cc: Rebecca Mellott, HHS, Director of Administrative Services
Susan Kimbley, HHS, Director of Human Services

