

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

**TO:** Honorable Board of Supervisors  
**FROM:** Brett Wood, Purchasing Manager  
**DATE:** December 9, 2014  
**SUBJECT:** Extend and Increase Competitively Awarded Blanket Purchase Orders for the purchase of Morgue Transportation and Diener Services for Sheriff-Coroner-Marshal.

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**ACTION REQUESTED**

1. Approve change orders to blanket purchase orders with Truckee Tahoe Mortuary and Chapel of the Valley for the purchase of Morgue Transportation and Diener Services increasing the blanket purchase orders by \$45,000, for a new total aggregate amount of \$262,700, funded by the Sheriff's Office FY 2014-2015 Final Budget, with no new net County cost and extending the blanket purchase orders through May 31, 2015, and authorize the Purchasing Manager to sign the resulting extensions and increases.

**BACKGROUND**

The Sheriff's Office requires blanket purchase orders (BPOs) for Morgue Transportation and Diener Services for Western and Eastern Placer County. On September 23, 2014, your Board approved change orders to various BPOs for Morgue Transportation and Diener Services in order for Procurement Services to conduct a competitive bid solicitation increasing the BPOs by the total aggregate amount of \$50,700 and extending the BPOs through November 30, 2014.

The Procurement Division released Invitation for Bid (IFB) No. 10397 for Morgue Transportation and Diener Services for Western and Eastern Placer County, on October 14, 2014. The IFB was distributed via the County's electronic bidding system to twenty vendors and was also posted on Procurement's website. Fourteen vendors accessed the IFB and a total of four bids were received.

After the evaluation process, Procurement Services determined that the IFB was unable to be properly evaluated due to ambiguous specification which did not cover the departments need. Procurement and the Sheriff's Office are revising the specifications and will issue solicitation for Request of Proposal to ensure the bidders are able to respond appropriately to the bid. This will allow the County to properly evaluate and award contracts which are in our best interest.

The Sheriff's Office has determined an additional \$45,000 is needed to support their purchase requirements and an extension to the BPOs of six months is required to conduct a thorough Request for Proposal (RFP) process.

**FISCAL IMPACT**

Upon your Board's approval, the aggregate amount of the BPOs will increase from \$217,700 to \$262,700 and will be extended for the period December 1, 2014 through May 30, 2015.

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

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