



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Change Order to Blanket Purchase Order No. 21968 – Statewide Mortuary Transportation & Support Inc.

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 21968 with Statewide Mortuary Transportation & Support Inc. of Sacramento, CA for morgue transportation and diener services, in the amount of \$71,500 increasing the total to \$227,500. Funding is provided by the Placer County Sheriff's Office in the FY 2015-16 Final Budget and will be included in the FY 2016-17 Requested Budget;

Approve the option to renew the blanket purchase order for two (2) additional one-year terms, with a renewal amount not to exceed 10 percent in aggregate of the award amount of \$227,500; and

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

On April 28, 2015, your Board approved a competitively awarded blanket purchase order (BPO) as a result of Bid No. 10408 in the amount of \$156,000 for the period of May 1, 2015 through June 30, 2016. The Placer County Sheriff's Office (PCSO) requires an annual blanket purchase order for morgue transportation and diener services for providing transportation and preparation of human remains for Western Placer County.

Over the past year, the PCSO has experienced an increase in the number of unforeseen deaths in the Western Placer County area which requires the services provided by Statewide Mortuary Transportation & Support Inc. The PCSO estimates that an additional \$71,500 is needed to support the service requirements through the BPO period.

The increase amount of \$71,500 exceeds the Purchasing Manager's authority and Purchasing Policy Manual Section 2.1(g) requires Board approval for a contract change in an amount greater than ten percent.

FISCAL IMPACT

Funding is available in the PCSO FY 2015-16 Final Budget and will be included in subsequent fiscal year requested budgets to support the requested BPO renewal. Funds are not encumbered until services are requested against the BPO.

Cc: Mark Giacomini, Administrative Services Manager – Sheriff's Office
Rosie Dreher, Senior Administrative Services Officer – Sheriff's Office

