



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Medical Exam Services – Sutter Medical Foundation

DATE: September 27, 2016

ACTION REQUESTED

Approve Change Order No. 1 to Blanket Purchase Order No. 22413 with Sutter Medical Foundation of Roseville, CA for medical exam services in the amount of \$30,000 for a revised maximum amount of \$80,000 through December 31, 2016.

Approve the option to renew the blanket purchase order on a year-to-year basis for two (2) additional one-year periods in the amount of \$80,000.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Human Resources Department (HR) require a blanket purchase order (BPO) for pre-employment screenings services. Sutter Medical Foundation has facilities conveniently located near primary County facilities and has provided these services to the County for several years.

HR has reported that due to an unanticipated increase of new hires, the current BPO amount will not be sufficient to accommodate departments' pre-employment screening requirements through December 31, 2016. The Procurement Services Division in collaboration with HR staff has estimated that an additional \$30,000 will be required to pay for services through the remaining BPO term. Placer Fire and the Department of Health and Human Services-Medical Clinic also use this BPO. The additional funding will be sufficient to pay for services performed through the contract term.

Per the Purchasing Policy Manual Section 2.1(b), your Board's approval is required for contracts for professional services costing more than \$50,000. Therefore, your Board's approval is required to proceed with a BPO in the amount \$80,000.

FISCAL IMPACT

Each department budgets appropriately for these expenses within their own appropriations. Funds are not encumbered until services are rendered against the BPO.

