



**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: October 23, 2018

ACTION REQUESTED

Approve Change Order No. 1 to countywide Supplier Contract No.100482 with Sutter Medical Foundation of Roseville, CA for medical exam services in the amount of \$20,000 for a revised maximum amount of \$120,000 through December 31, 2018.

Approve the renewal of the countywide agreement with Sutter Medical Foundation for medical exam services in the maximum amount of \$120,000 for the period of January 1, 2019 to December 31, 2019.

Approve the option to renew the agreement on a year-to-year basis for two (2) additional one-year periods in the maximum amount of \$120,000 annually.

Authorize the Purchasing Manager to sign all required documents, subject to departmental concurrence and available funding.

BACKGROUND

The Human Resources Department (HR) requires pre-employment medical screening services. Sutter Medical Foundation has facilities conveniently located near primary County facilities and has provided these services to the County for several years.

On September 27, 2016 your Board approved the renewal of an agreement with Sutter Medical Foundation for two one-year periods. The current agreement with Sutter was issued for the period of January 1, 2018 through December 31, 2018 in the maximum amount of \$80,000. On October 5, 2018 the Purchasing Manager increased the agreement to \$100,000 which is the maximum of his authority.

HR has reported that due to an unanticipated increase of new hires, the current agreement amount is not sufficient to accommodate departments' pre-employment screening requirements through December 31, 2018. The Human Resources staff has estimated that an additional \$20,000 will be required to pay for these services.

The services provided by Sutter Medical Foundation have been satisfactory and the provisions of the existing agreement still meet the County's needs. Sutter Medical Foundation has agreed to renew the agreement at the same pricing and terms for the next one-year period of January 1, 2019 through December 31, 2019.

In accordance with the Procurement Policy, Section 6.1(e), the requested amount exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to increase the current agreement by \$20,000 and to renew the agreement for the next year in the amount of \$120,000.

FISCAL IMPACT

Each department budgets appropriately for these expenses within their own appropriations. Funds are not encumbered until services are provided

