

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

TO: Honorable Board of Supervisors

FROM: David Seward, Purchasing Manager *DS*

DATE: August 22, 2006

SUBJECT: Approve Change Order No. 1 to BP013427 with National Medical Service in the amount of \$30,000.00 for Forensic Toxicology Laboratory Services for the Coroners Office

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**ACTION REQUESTED**

Approve Change Order No. 1 to BP013427 with National Medical Service of Willow Grove, PA. for Forensic Toxicology Laboratory Services, as requested by the Coroners Office, and authorize the Purchasing Manager to sign the resulting change order in the amount of \$30,000.00.

**BACKGROUND**

On February 7, 2006 A BPO was issued for the period of February 1, 2006 through January 31, 2007 for Forensic Toxicology Laboratory Services in the not to exceed amount of \$40,000.00. The estimated annual amount was based on past purchase history. A significant increase in Coroner cases has resulted in a premature depletion of the BPO amount prior to its expiration date of January 31, 2007.

The Coroners Office has estimated that an additional \$30,000.00 is needed for the remainder of the BPO due to a substantial increase in Coroner Cases this year over the previous year. The new BPO amount of \$70,000.00 includes the requested increase of \$30,000.00.

PPM 2.1(c) requires your Board's approval for a contract change resulting in an amount greater than \$50,000.00.

**FISCAL IMPACT**

The Coroners Office has budgeted sufficiently for this increase.

cc: Dennis Watt, Coroners Office

*DS*

