

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: November 3, 2015
SUBJECT: Forensic Toxicology Laboratory Services – National Medical Services Inc.

ACTION REQUESTED

Approve the renewal of a sole source blanket purchase order with National Medical Services Inc. of Willow Grove, PA for forensic toxicology laboratory services in the maximum amount of \$88,000, for the period of January 1, 2016 to December 31, 2016. Funding is provided by the Sheriff's Office FY 2015-16 Final Budget and FY 2016-17 Proposed Budget; and

Approve the option to renew for two additional one-year terms provided the renewal amounts do not exceed 10 percent of the recommended maximum amount of \$88,000.

BACKGROUND

The Placer County Sheriff's Coroner Office requires an annual agreement with a qualified firm to provide forensic toxicology laboratory services. On February 20, 2007 your Board approved the sole-source award of a blanket purchase order (BPO) to National Medical Services for forensic toxicology laboratory services. This provider is the only known laboratory in northern California who offers the breadth of services required by the Sheriff's Coroner. The BPO has subsequently been renewed on an annual basis. The most recent BPO expires on December 31, 2015. The Coroner has a continuing need for these services to provide lab results for autopsy reports. National Medical Services has agreed to renew the BPO for another year at the same pricing, terms, and conditions.

Purchasing Policy Manual Section 1.3(l) allows for an exception to the competitive process if a service can only be purchased from one supplier, and Section 1.3(o) allows for the renewal of this contract based on the vendor's satisfactory performance and to avoid an interruption to the County's operations. This renewal meets both criteria.

Therefore your Board's approval is required to award a new one-year BPO in the Sheriff's Office requested maximum amount of \$88,000 for the period of January 1, 2016 through December 31, 2016.

FISCAL IMPACT

Funding for these services is included in the Sheriff's Office FY 2015-16 Final Budget and FY 2016-17 Proposed Budget. Funds are not encumbered until services are requested against the BPO.

cc: Dennis Watt, Chief Deputy Coroner - Sheriff's Office
Mark Giacomini, Administrative Services Manager - Sheriff's Office

