



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors
DATE: March 9, 2021

FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager

SUBJECT: Mortuary Transportation Services Contract Increase – A&R Mortuary Services

ACTION REQUESTED

Approve an increase to an existing contract with A&R Mortuary Services of Modesto, CA for morgue transportation services in the amount of \$25,000, increasing the maximum amount to \$125,000 through June 30, 2021.

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

BACKGROUND

Placer County Sheriff-Coroner's Office (PCSO) requires an annual supplier contract to provide morgue transportation services on an as-needed basis. On January 23, 2020, the Purchasing Manager approved the award of with a contract to A&R Mortuary Services for these services, effective through June 30, 2021. In March 2020, the PCSO requested an amendment to the contract to add diener services, to alleviate a staffing shortage in the Coroner's office, and to increase the maximum contract amount to \$100,000.

Although the Coroner's office is now sufficiently staffed, the contract amount is nearly depleted. The PCSO estimates that an increase of \$25,000 will be needed to for services through the end of the contract period.

The requested increase exceeds the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy. Therefore, your Board's approval is required to increase the contract in the amount of \$25,000 for a revised maximum amount of \$125,000 for the period through June 30, 2021.

FISCAL IMPACT

Funding for these services are included in the FY 2020-21 Final Budget for the Placer County Sheriff's Office with no new net County cost. Funds are not encumbered until services are provided against the contract.

