

MEMORANDUM
COUNTY OF PLACER
ADMINISTRATIVE SERVICES DEPARTMENT
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: January 11, 2011

SUBJECT: Approve the Renewal of a Sole-Source Blanket Purchase Order with National Medical Services for Forensic Toxicology Laboratory Services in the Maximum Amount of \$80,000.00

ACTION REQUESTED

Approve the renewal of a sole-source Blanket Purchase Order (BPO) No. 17305 with National Medical Services of Willow Grove, PA, for forensic toxicology laboratory services for the Coroner's Office, and authorize the Purchasing Manager to sign the resulting blanket purchase order in the maximum amount of \$80,000.00.

BACKGROUND

On February 20, 2007 your Board approved the sole-source award to National Medical Services for forensic toxicology laboratory services and it has been renewed for three additional years. The most recent award resulted in the issuance of BP017305, which expired on December 31, 2010.

The Coroner's Office has requested the renewal of the BPO with National Medical Services for an additional year. Section 1.3(a) of the Purchasing Policy Manual allows for the award of a BPO for expert and professional services without competitive bidding. Procurement has also researched the availability of qualified firms to provide these services. As in previous years, it has been determined that National Medical Services is the only qualified and accredited firm that can meet the Coroner's needs. National Medical Services has agreed to renew the BPO with minor price changes. The price changes appear to be reasonable

FISCAL IMPACT

The BPO resulting from this recommendation will be in the maximum amount of \$80,000.00 and will be effective from January 1, 2011 through December 31, 2011. The Sheriff's Department's Fiscal Impact Statement is attached.

cc: Dennis Watt, Coroner's Office
Barbara Besana, Administrative Services Manager – Sheriff's Office

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EDWARDN.BONNER
SHERIFF-CORONER-MARSHAL

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Sheriff Edward Bonner
DATE: December 30, 2010
SUBJECT: Fiscal Impact Statement
BPO Renewal for National Medical Services, Inc. for the period 01-01-11 – 12-31-11

The Sheriff Coroner's Unit uses National Medical Services, Inc. BPO for toxicology services. These specialized services are required when needed as part of a Coroner's examination. The number and type of coroner cases for which we are responsible each year drives the use of this BPO. Our request for renewal of the FY 2011/12 BPO for \$80,000 is projected based on history and actual expenditures. Annual expenditures may fluctuate up or down depending upon service requests. Any resulting funding shortfalls for these essential services will be absorbed within the Sheriff overall budget.