

**MEMORANDUM
PLACER COUNTY HEALTH AND HUMAN SERVICES
Human Services Division**

TO: Honorable Board of Supervisors

FROM: Richard J. Burton, M.D., M.P.H.
Placer County Health Officer and Director of Health & Human Services
Cheryl S. Davis, Director of Human Services

DATE: July 9, 2013

SUBJECT: Change Order to Hooper & Weaver Mortuary Blanket Purchase Order

ACTION REQUESTED:

1. Approve a Change Order to Blanket Purchase Order No. BP020201 with Hooper & Weaver Mortuary, Inc. for indigent burials, increasing the amount of the agreement by \$15,500 (100 percent net County cost), for a revised total of \$65,000 from October 1, 2012 through September 30, 2013, and authorize the Purchasing Manager to sign the change order.

BACKGROUND:

Placer County Health and Human Services provides burial assistance to those individuals with insufficient assets, generally our recipients of General Relief and SSI. Except for in the case of children or other certain special circumstances, the County will only cover cremation expenses. The average cost of the assistance offered is \$647.

We have experienced a gradual increase in request for assistance over the past several years. This fiscal year, we assisted with an average of seven burials per month. With this continued level of need for the remaining three months of the purchase order period, Human Services will exceed our spending authority sometime in August. We are requesting your Board's approval to increase our blanket purchase order by \$15,500 to a total of \$65,000. This revised amount is consistent with projected expenditures.

FISCAL IMPACT:

This additional \$15,500 expenditure is included in the Department's FY 2013-14 Proposed Budget. The cost is funded with 100 percent County General funds.

cc: Procurement Services Division

