

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: October 22, 2013
SUBJECT: Diener Services – Herberger's Elk Grove Funeral Chapel

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. 19828 with Herberger's Elk Grove Funeral Chapel of Elk Grove, CA for diener services increasing the blanket purchase order amount by \$39,100 resulting in a new maximum amount of \$146,100, funded by the Sheriff's Office FY 2013-14 Final Budget with no additional net County cost, and extending the blanket purchase order through October 31, 2013; and
2. Approve the renewal of a competitively awarded blanket purchase order with Herberger's Elk Grove Funeral Chapel of Elk Grove, CA for diener services in the maximum amount of \$107,000, funded by the Sheriff's Office FY 2013-14 Final Budget with no additional net County cost, for the period of November 1, 2013 through October 31, 2014;
3. Authorize the Purchasing Manger to sign the resulting blanket purchase orders.

BACKGROUND

Placer County Sheriff's Office requires an annual blanket purchase order (BPO) for diener services to provide as needed assistance to Placer County's pathologist with postmortem examinations, cleanup and performing general tasks to support the morgue's operations. On June 5, 2012 your Board approved the renewal of a competitively awarded BPO as a result of competitive Bid No. 9919 in the amount of \$107,000 for the period of July 1, 2012 through June 30, 2013.

Herberger's Elk Grove Funeral Chapel has agreed to renew for another year at the same pricing, terms, and conditions as the current agreement. The General Terms and Conditions of Bid No. 9919 allow the renewal of this BPO based on satisfactory service and favorable pricing.

The Sheriff's Office has determined an additional \$39,100 is needed to support the department's purchase requirements and an extension to the BPO of four months is required to prevent a lapse in service during the renewal process. The requested increase exceeds the Purchasing Manager's authority.

Therefore, your Board's approval is required to proceed with a new one-year BPO in the maximum amount of \$107,000, process a change order increasing the current BPO in the amount of \$39,100 and extending the current BPO through October 31, 2013 and to authorize the Purchasing Manager to sign the resulting BPOs.

FISCAL IMPACT

Upon your Board's approval, a new BPO will be awarded to Herberger's Elk Grove Funeral Chapel in the maximum amount of \$107,000 for the period of November 1, 2013 through October 31, 2014. BP019828 will be increased from \$107,000 to \$146,100 and will be extended through October 31, 2013. The Sheriff's Fiscal Impact Statement is attached.

Attachments: Sheriff's Fiscal Impact Statement

cc: Dennis Watt, Chief Deputy Coroner/Investigator
Judy LaPorte, Sheriff's Office Administrative Services Manager

PLACER COUNTY
SHERIFF
CORONER-MARSHAL

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EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DREWON BERT
UNDERSHERIFF

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors

FROM: Edward N. Bonner, Sheriff-Coroner-Marshal

DATE: October 22, 2013

SUBJECT: Fiscal Impact Statement
BPO Renewal for Herberger's Elk Grove Funeral Chapel for the period 11-30-13 – 10-31-14

Funds in the amount of \$39,100 for the contract increase and \$107,000 for the contract renewal are included in the FY 2013-14 Sheriff's Office budget, resulting in Budgeted Net County Costs of \$146,100.

The Herberger's Elk Grove Funeral Chapel BPO is used by the Coroner's Unit for diener services. The request for the BPO renewal is based on history and projections of the current activity.