

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: December 10, 2013  
SUBJECT: Indigent Burial Services – Hooper and Weaver Mortuary

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**ACTION REQUESTED**

1. Approve the award of competitive Bid No. 10314 to Hooper and Weaver Mortuary for Indigent Burial Services in the maximum amount of \$65,000, for the period of January 1, 2014 through December 31, 2014, funded by the Health and Human Services FY 2013-14 final budget and the FY 2014-15 requested budget with County General Fund.
2. Approve the option to renew for two additional one year terms provided the renewal amounts do not exceed 10 percent of the recommended maximum aggregate amount of \$65,000; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

**BACKGROUND**

Health and Human Services (HHS) requires an annual blanket purchase order (BPO) for burial and cremation services for individuals with insufficient assets. Generally, these individuals are recipients of General Relief and Supplemental Security Income.

Procurement Services developed Invitation for Bids (IFB) No. 10314 for indigent burial and cremation services on behalf of HHS-Human Services. The IFB was distributed via the County's electronic bidding system to seven potential bidders and posted on Procurement's website. Nine firms accessed the IFB and a total of two bid responses were received.

The IFB requested pricing for the required services and was evaluated on an all-or-none basis. Hooper & Weaver Mortuary is the lowest responsive bidder. The department has reviewed the vendor's response and concurs with Procurement Services' award recommendation.

Your Board's approval is required to proceed with the award of competitive Bid No. 10314 in the maximum amount of \$65,000 and to authorize the Purchasing Manager to sign the resulting BPO.

**FISCAL IMPACT**

Upon your Board's approval, a BPO will be awarded to Hooper & Weaver Mortuary of Grass Valley, CA in the maximum amount of \$65,000 for the period of January 1, 2014 through December 31, 2014. The Department's Fiscal Impact Statement is attached.

Attachment: Health and Human Services Fiscal Impact Statement

cc: Rebecca Mellott, HHS, Director of Administrative Services  
Cheryl S. Davis, HHS, Human Services Director



**Placer County  
Health and Human Services Department**

**MEMORANDUM  
Administrative Services**

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Date: December 10, 2013  
To: Honorable Board of Supervisors  
From: Rebecca Mellott, Director of Administrative Services  
Subject: **Fiscal Impact Statement  
BPO for Indigent Burial  
HHS Client Aid Budget  
For the period January 1, 2014 through December 31, 2014**

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The Department has budgeted appropriately for the award of this Blanket Purchase Order (BPO) in the amount of \$65,000 (all County cost), and funding is included in the FY2013-14 Final Budget. These mandated services are provided to deceased indigent persons. Funding for this BPO is all County General Fund.

*Perspective, Hope, and Opportunity*