

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

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: September 23, 2014
SUBJECT: Morgue Transportation Services – Herberger's Elk Grove Funeral Chapel

ACTION REQUESTED

1. Approve Change Order No. 1 to Blanket Purchase Order No. 20964 with Herberger's Elk Grove Funeral Chapel of Elk Grove, CA for morgue transportation services increasing the BPO amount by \$10,000, resulting in a new maximum amount of \$59,000, funded by the Sheriff's Office FY 2014-15 Final Budget, with no additional Net County Cost, and extending the BPO through November 30, 2014, and authorize the Purchasing Manager to sign the resulting change order.

BACKGROUND

Placer County Sheriff's Office requires an annual blanket purchase order (BPO) for Morgue Transportation services for providing transportation and preparation of human remains. On November 5, 2013, the your Board approved the renewal of a competitively awarded BPO as a result of Bid No. 9918 in the amount of \$49,000 for the period of November 1, 2013 through October 31, 2014.

The Sheriff's Office has determined an additional \$10,000 is needed to support the department's service requirements through the BPO period. The requested increase amount exceeds the Purchasing Manager's authority. Therefore, your Board's approval is required to process a change order to increase the BPO.

FISCAL IMPACT

Upon your Board's approval, BP020964 will be increased by \$10,000 to a new maximum amount of \$59,000. The Sheriff's Office has advised that sufficient funding is available in the FY2014-15 budget to support the requested BPO with a net County cost of \$59,000. Funds are not encumbered until services are rendered against the BPO.

cc: Dennis Watt, Chief Deputy Coroner/Investigator
Virginia Valenzuela, Sheriff's Office Senior Administrative Services Officer

