


***El Dorado County
Chief Administrative Office
Interoffice Memorandum***

June 30, 2008

TO: Board of Supervisors

FROM: Terri Knowlton, Principal Administrative Analyst 

SUBJECT: Agenda Item #5, July 1, 2008 (Legistar File 08-0881)

This memo is to clarify the action requested for this item. Under the County Purchasing Ordinance and Procurement Policy C-17, the Purchasing Agent has the authority to issue contracts for services in amounts not to exceed \$50,000. The County standard contract is typically used for services however the Fresno County Public Health Laboratory has requested that a blanket purchase order be used as the contract instrument. The blanket purchase order would meet all legal requirements for County contracts as established by the Board.

Due to the somewhat non-standard nature of the contract instrument, the Department and Purchasing Agent are advising the Board of this matter.

Recommended Action per the July 1, 2008 Agenda:

Public Health Department recommending Purchasing Agent be authorized to issue blanket purchase order in a not-to-exceed amount of \$3,000 for drug testing services provided by Fresno County Public Health Laboratory for Fiscal Year 2008/2009.

RECOMMENDED ACTION: *Approve.*

FUNDING: *Interdepartmental transfer for services provides for testing at \$22.00 per test.*