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May 29, 2008

TO: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Acting Auditor-Controller

SUBJECT: **PROPOSITION A CONTRACT – DEPARTMENT OF CORONER CUSTODIAL SERVICES (Board Agenda June 4, 2008 Item 57)**

Item 57 on your Board's Agenda for June 4, 2008 is a request from the Department of Coroner to approve a Proposition A contract with Diamond Contract Services, Inc. for custodial services.

We have reviewed and approved the cost analysis prepared by the Coroner indicating the contract is cost effective. The contract does not include Cost of Living Adjustments (COLA) during the initial five-year term. The contract does allow COLAs during the two one-year renewal options. The option year COLAs are consistent with Board policy.

The cost of the proposed contract is approximately $261,277 a year. The Audit Committee recently approved a change in our Proposition A contract review policy that limits our review to contracts costing $1 million a year or more. We reviewed the cost analysis for this contract before the change in our review policy was approved.

Please call me if you have any questions, or your staff may contact Jim Schneiderman at (626) 293-1101.

WLW:MMO:JLS

c: William T Fujioka, Chief Executive Officer
Anthony Hernandez, Department of Coroner
Sachi A. Hamai, Executive Officer
Public Information Officer
Audit Committee