SUBJECT: INDIGENT CREMATION/BURIAL PROGRAM FOR DUVAL COUNTY

BID #: SC-0187-17 **OPEN DATE: 08/02/2017**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOCIAL SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Eternity Funeral Home and Crematory of Jacksonville, LLC., in the amount of $93,403.00 to cover an increase in services needed for the Social Services Division. The period of service to remain unchanged through September 30, 2018. The total revised award not-to-exceed $471,403.00.

Funding Source: RCBH011GA-03109 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation, Terms and Conditions, Previous Award

ANALYST: _____
CHELSEY FLEMING

RESPECTFULLY SUBMITTED: _____
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Johnnetta Moore, Chief, Social Services Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
Social Services Division
1809 Art Museum Dr. Suite 100
Jacksonville, FL 32207
(904) 630-4720
www.coj.net

ONE CITY. ONE JACKSONVILLE.

January 19, 2018

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Johnnetta Moore, Chief
Social Services Division

RE: BID # SC-0187-17- Indigent Cremation /Burial Program For Duval County

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This is a request to increase the annual Award amount that relates to the above cited BID# (under subject: Indigent Cremation and Burial Services). Essentially, the City's Indigent Cremation /Burial Program has realized a significant increase in the number of Duval County residents served during the current FY and an anticipated increase from the Medical Examiner's Office. As a result, the division estimates cremation/burial expenses will reach $471,403 which is $93,403 greater than the current award of $378,000.00. At the current pace of spending, the B.O. will be out of funds prior to the end of the fiscal year.

Consequently, please take the steps to increase the annual award and B.O. by $93,403. The Division has sufficient funds for this increase, which will be in line item RCBH011GA – 03109 (Professional Services).

We would appreciate your early attention to this request. Thank you for your assistance in this regard. For further information or additional questions, please feel free to contact Johnnetta Moore (jmoore@coj.net) 630-4720 or Martha Hemphill (MarhaH@coj.net) 630-3520.

Cc: Leslie-Burney, Annette
Martha Hemphill

TERMS AND CONDITIONS
INDIGENT CREMATION/BURIAL PROGRAM FOR DUVAL COUNTY

1. SCOPE

The purpose of this bid invitation is to establish firm prices and source of supply for providing final disposition of dead human bodies, and other related services, including determination of indigent eligibility, by a licensed funeral establishment in the City of Jacksonville, Florida, for the **Indigent Cremation/Burial Program** administered by the Parks, Recreation and Community Services Department, Social Services Division, in accordance with attached specifications.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is one year from October 1, 2017, with four (4) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. REQUIREMENTS

Contractors should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

- The Social Services Division shall review the Florida Department of Financial Services, Division of Funeral, Cemetery and Consumer Services file(s) of the licensed funeral establishment and be provided an orientation to the licensed funeral establishment's physical layout, operational procedures and customer service policy utilized by the Contractor. The Division shall document the operating hours, accessibility of staff and after hours coverage of the licensed funeral establishment and a written report shall be prepared by the Social Services Division detailing their findings.
- Contractors with licensed funeral establishments with more than one location may submit only one bid proposal.

5. PRE-BID CONFERENCE

A NON-MANDATORY pre-bid conference will be held on Monday, June 26, 2017 at 9:00A.M., located at Social Services Division, 1809 Art Museum Drive, Suite 100, Jacksonville, FL 32207.

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase

more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

There is no warranty to the licensed funeral establishment for a specified number of indigent eligibility determinations, earth interments or cremations, transportation and storage requirements, transportation to the Anatomical Board of the State of Florida designated facility, under this contract. Past experience indicates that for a twelve (12) month period: the number of indigent eligibility determinations is approximately four hundred and fifty (450); earth interments authorized by the Social Services Division are approximately fifty-five (55), of which approximately fifty –two (52) are adults, two (2) are infants and one (1) child; approximately three hundred and ninety-five (395) cremations, of which approximately three hundred and sixty four (364) are adults, approximately thirty (30) are infants and one (1) child; transportation and storage of approximately four hundred and fifty (450) bodies; transportation of approximately one (1) body to the Anatomical Board designated facility as required by Chapter 497, Florida Statutes; fingerprinting of approximately one hundred (100) bodies; and opening and closing at Hillside Cemetery of approximately five (5) graves.

8. DELIVERY OF SERVICES

The Contractor will provide services in the time frames as follows:

A. Indigent earth interments shall be performed within five (5) working days after authorization of burial by the Social Services Division.

B. Cremations shall be performed within five (5) working days after written authorization for cremation by the Social Services Division.

C. Transportation and storage of dead human bodies shall be performed within two (2) hours of request, from Jacksonville Sheriff Office and Nursing Homes in Duval County and formal notification provided to the Social Services Division no later than the next business day. If no known doctor, body must be transported to the Medical Examiner Office.

D. All dead human bodies shall be removed upon authorization from the Social Services Division within ten (10) business days after receiving referral from the Medical Examiner Office and all hospitals.

E. Transportation of unclaimed or indigent dead human bodies to the Anatomical Board designated facility shall be performed at the request of the Social Services Division and be in compliance with the schedule of the Anatomical Board designated facility.

F. Transportation of a dead human body or the mailing of cremains of certain unclaimed indigent veterans to the Jacksonville National Cemetery shall be performed at the request of the Social Services Division and in compliance with the schedule of the Jacksonville National Cemetery.

G. Fingerprints of all adult decedents as appropriate shall be taken by the Contractor.

H. For indigent eligibility determination, the Contractor shall attempt to contact the legally authorized person of the decedent for determination of final disposition within one (1) day of notification of the death. Indigent eligibility shall be determined within ten (10) business days after the above contact is established, barring unforeseen circumstances as approved by the Social Services Division.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request or limit the percentage to 3%.

However, additional services may be requested of the Contractor, subject to his/her concurrence, for a total price not to exceed ten percent (10%) of the total weighted cost of the contract for the initial twelve (12) month period and each twelve (12) month period and under specifications mutually agreeable to both parties. Both the price and the mutually agreeable specifications shall be reduced to writing and signed by the Contractor and the Chief of the Social Services Division and become part of the contract.

10. PRICES

All unit prices shall include material, labor, storage, freight, delivery, handling charges and any other items to complete the services/tasks listed in the Specifications and Bid Proposal Form.

11. PICK UP AND RETURNS

Not Applicable.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, Social Services Division, 1809 Art Museum Dr., Suite 100, Jacksonville, Florida 32207.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded Contractor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

17. RIGHT OF ENTRY

The awarding of the contract shall be deemed to be consent for the Social Services Division staff to enter the licensed funeral establishment's buildings, grounds and vehicles used in the conduct of its business without warrant, upon proper identification, and at a reasonable hour taking into consideration the circumstances of the need for entry.

The Social Services Division will conduct unannounced Inspections of the facility and its sub-contractor; a minimal of twice annual.

18. ADMINISTRATION

All ***Indigent Cremation/Burial Program*** policies and procedures shall be approved and administered by the Social Services Division of the Parks, Recreation and Community Services Department, City of Jacksonville, Florida.

19. PROBATE

The City of Jacksonville has first right to claim any assets on behalf of a decedent for reimbursement to the Division for disposition services rendered.

20. SUBCONTRACTORS

It is anticipated that all services required in these specifications be performed by the Contractor. Any proposed subcontracts should be clearly indicated, and must be approved, if approval is appropriate, by the Social Services Division in advance of any possible award to that respondent.

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BID #: SC-0187-17 **OPEN DATE: 8/2/17**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOCIAL SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Eternity Funeral Home and Crematory of Jacksonville LLC. Period of service is from October 1, 2017 through September 30, 2018 in the amount of $378,000.00.

Funding Source: RPBH011GA-03109 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2017. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

ANALYST: Annette Burney **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Johnnetta Moore, Chief, Social Services Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/21/17

Irene R. Eihner OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/21/17

MR APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05