SUBJECT: BODY TRANSPORT SERVICES

BID #: ESC-0474-17 **OPEN DATE: 05/10/2017**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018 WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MEDICAL EXAMINER

BASIS OF AWARD: HIGHEST SCORE BASED ON EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (24) NUMBER RECEIVED: (2) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring bidder, North Florida Removal Service, to provide body transport services for the Medical Examiner's Office. Period of service is from October 1, 2017 through September 30, 2018 with two (2) one (1) year renewal options. Total annual expenditure in the amount of $168,840.00.

Funding for this award to be encumbered by account MEME011-03109 to be executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scope of Services

BUYER: _____ STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Valerie Rao, MD, Chief Medical Examiner, Medical Examiner's Office

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

DISTRICT IV MEDICAL EXAMINER'S OFFICE

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Tuesday, May 23, 2017

TO: Greg Pease, Chief, Procurement

FROM: Valerie Rao, MD Valerie Rao M.D

RE: **Body Transport Services**

In response to the City of Jacksonville's issuance of a Request for Proposal (RFP) to procure body transport services, two (2) proposals for evaluation were received. The proposals were evaluated by the appointed subcommittee in accordance with the criteria outlined in the RFP and the attached matrix forms.

Based upon the criteria, both businesses were found to be qualified. The ranking of the first and second designates the order of qualification for each entity and their ability to perform the required services.

1. North Florida Removal Services
2. Latisha, LLC

Accordingly, it is recommended that the City move forward to award the contract from the date of October 1, 2017 through September 30, 2018 for the first period, and with two (2) one (1) year renewal options. The estimated amount of $168,840.00 is for the initial period and the two (2) renewal periods for a total of $506,520.00. The award should be encumbered as follows:

Account Number	Amount
MEME011-03109	$506,520.00

If any additional information is required please do not hesitate to contact me.

Attachments
/tcc

BID TABULATION SHEET

TITLE: BODY TRANSPORT SERVICES BID NO.: ESC-0474-17 OPEN DATE: MAY 10, 2017 @ 2:00 P.M. BUYER: ANNETTE BURNEY, ANALYST No. Invited: (24) No. Received (2) No Bids: (0) Recorded By: Gail Sampson Announcer: Lisa King	North Florida Removal Service	Latisha LLC dba Atlas Removal Services	
NOTES:			
MINIMUM REQUIREMENTS:	Y	Y	
CONFLICT OF INTEREST:	Y	Y	
ADDENDUMS(-)	Y	Y	

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UNIT PRICE (PER TRANSPIRATION)			$ 120.00	$114.00	
NOTES	DESCRIPTION	POINTS			
NFRS - received positive ratings from all 3 Bus. Ref. Contacts; Time in business 17+ years with 35 years of cumulative experience in the industry. Adequate personnel, vehicles, and facilities. **Latisha, LLC**. - Only 1 business reference listed was a viable source., Clay county gave positive ratings; Eternity Funeral home had no knowledge of Latisha, LLC or other company names which may be associated with the company; the 3rd reference was not deemed as a viable reference for Latisha, LLC as Latisha DiVirgio worked as an employee with another company, B& B removal. Currently only has 1 vehicle, although a quote was provide for 2 additional vehicle, the risk of non-acquisition is prevalent. SEE NOTES from T. Crutchfield	**COMPETENCY**	40	40	20	
Based upon the provided information, both companies appear to be financially healthy to provide current their current level of services.	**FINANCIAL STABILITY**	5	5	3	
Both entities have at least 3 years of body removal and transportation experience. However, could not verify 2nd business reference. Both Contractors have at least one ongoing project similar in scope and nature.SEE NOTES from T. Crutchfield	**PAST/PRESENT RECORD**	5	5	3	
NFRS has a current contract list of 4 agnecies and Latisha, LLC has 1 agency.	**WORKLOAD**	10	10	10	
Maximum amount of cost for points is the current cost for services paid by District 4 MEO, which is $120. 114(L,LLC)/120(NFRS)*40 =.95*40=38 points	**COST**	40	38	40	
	Total Points	100	98	76	
	Minimum Qualifications:		Y	Y	
	Conflict of Interest:		Y	Y	
	Addendum ( ) :		N/A	N/A	

CRUTCHFIELD

Valerie Rao M.D

TITLE: BODY TRANSPORT SERVICES BID NO: ESC-0474-17 OPEN DATE: MAY 10, 2017 @ 2:00 P.M. BUYER: ANNETTE BURNEY, ANALYST No. Invited: (24) No. Received: (2) No Bids: (0) Recorded By: Gail Sampson / Announcer: Bonnie Geddis			North Florida Removal Service	Latisha LLC dba Atlas Removal Services	MAX
		UNIT PRICE (PER TRANSPIRATION)	$ 120.00	$114.00	
NOTES	DESCRIPTION	POINTS			
* MR. JOHNSON HAS PROVIDED TRANSPORT SERVICES TO DIST. 4 MEO FOR MANY YEARS - (See below)	COMPETENCY	40	40	30	40
* Never had an issue	FINANCIAL STABILITY	5	5	5	5
* Never had an issue	PAST/PRESENT RECORD	5	5	5	5
* Never had an issue	WORKLOAD	10	10	5	10
* Has not raised his price from the last fiscal year	COST	40	~~40~~ 38	~~20~~ 40	40
	Total Points	100	0 98	0 85	
	Minimum Qualifications:		Y	Y	
	Conflict of Interest:		Y	Y	
	Addendum ( ):		N/A	N/A	

* He has abided by all the requirements and has provided excellent response time. Our investigators have a great working relationship with the crew. They are professional & easy to work with. The vans are well maintained and the crew is knowledgeable. The company has several decades of experience and bring the maturity necessary for this most sensitive operation. We have never received any complaints about his service.

Latisha — No experience with this company. One of the crew is barely out of high school. Not enough maturity.
Has only one vehicle. There is no track record in serving such a large jurisdiction. Response time will be a huge factor as the company is [illegible] Roanoke [illegible] to north TAX beach will be an issue.

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UNIT PRICE (PER TRANSPIRATION)			$ 120.00	$114.00	
NOTES	DESCRIPTION	POINTS			
NFRS EXP. 1-17 yrs TRAINING = NFRS EMP. 6 EQUIPMENT = NFRS VEH. 3	COMPETENCY	40	40	35	
BOTH COMPANIES HAVE ACTIVE CORPS & BANKING ESTABLISHED	FINANCIAL STABILITY	5	5	5	
LATISHA LLC CLAY COUNTY (SUBCONTRACT), B&B out of Brevard NFRS - COJ, H-G-S, AB Coleman	PAST/PRESENT RECORD	5	5	3	
NFRS APPROX 1200+ REMOVALS IN 2016 LATISHA LLC APPROX 300 REM IN 2016	WORKLOAD	10	10	8	
LATISHA LLC $114 NFRS $120	COST	40	38	40	
	Total Points	100	98	91	
	Minimum Qualifications:		Y	Y	
	Conflict of Interest:		Y	Y	
	Addendum ( ) :		N/A	N/A	

JEFFREY J. BROKAW

ATTACHMENT B

EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

1. **COMPETENCE.** Describe professional and/or technical education and training (including but not limited to, biohazard training programs); experience in the kind of projects to be undertaken; availability of adequate personnel, quality of equipment (including vehicles maintenance, stretchers/carts and biohazard supplies/PPE) and Contractor's facilities. Provide names and resumes of all individuals to be assigned to this project. **(40 points maximum score)**

2. **FINANCIAL RESPONSIBILITY.** Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion. **(5 points maximum score)**

3. **PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH CITY AGENCIES AND OTHERS.** Provide a minimum of three (3) completed projects that are similar in nature and scope to the project under consideration with references to include client's contact person and telephone number. Projects must have been held within the last three (3) years. Describe any outstanding accomplishments that relate to specific services being sought. **(5 points maximum score)**

4. **CURRENT WORKLOAD.** Provide a list of all local commercial or government contracts the Contractor currently holds whether the Contractor is the Prime Contractor or subcontractor. Such list shall include all work for the City of Jacksonville or its various agencies. **(10 points maximum score)**

5. **COST.** Price submission shall be total unit price per transpiration transported to the Office of the **Medical Examiner. (40 points maximum score)**

   The following is an example of the above methodology if the maximum amount of points for cost is 1000. The City receives three proposals: Firm #1 with a price of $600.00; Firm #2 with a price of $800.00; Firm #3 with a price of $1,200.00.

   - Firm #1 would receive the maximum of points for cost, 1000. **(40 awarded points)**
   - Firm #2 would receive 75% of max points ($600.00 divided by $800.00) multiplied by the maximum amount of points. **(30 awarded points)**
   - Firm #3 would receive 50% of the max points ($600.00 divided by $1,200.00) multiplied by the maximum amount of points. **(20 awarded points)**

SECTION 4
Description of Scope of Work and Deliverables

1. SCOPE

The Office of the Medical Examiner has statutory responsibility (Florida Statutes, Chapter 406) for investigation and certification of any death occurring within the county that is sudden, unexplained, or unattended. Cases are investigated at the location of the death by Forensic Investigators working at the direction of the Chief Medical Examiner or Associate Medical Examiners. Statutes prohibit movement of the body or articles in the proximity of the body that relate to the cause and manner of death by anyone other than a representative of the Medical Examiner's Office. The Medical Examiner, or his/her representative, will conduct an external examination at the scene and make arrangements for the body to be transported to the Medical Examiner's Office for an autopsy. Cases investigated by the Medical Examiner involve homicide, suicide, accidents, and all those cases where the cause of death is obscure. Bodies may be in various stages of mutilation or decomposition, and may carry infectious diseases. All cases selected for further investigation will be treated as though they carried infectious disease. This contract requires transportation of the remains of persons who die in Duval County, Florida from the death site to the Medical Examiner's Office in Jacksonville, Florida. In some instances, remains will be picked up from area hospitals. On these occasions, records and admission specimens may be requested and should also be transported with the body at no additional cost. On occasion, due to unforeseen circumstances, the Medical Examiner can request transport to a location other than the Medical Examiner's Office. Contractor shall transport as required in such instances at no additional cost. The Contractor must be aware that the Medical Examiner/City of Jacksonville shall require a "first priority" basis for service. Services are required on a 24-hour basis, seven (7) days a week, 365 days a year.

2. LICENSING

The awarded Contractor must possess and maintain a license as a removal service with the Florida Department of Financial Services and possess and maintain a City of Jacksonville occupational license. The Contractor and all drivers must possess and maintain a valid State of Florida Driver's License issued by the Department of Motor Vehicles. These licenses shall be readily available for review by the Medical Examiner's Office and/or City of Jacksonville or his/her designee.

3. VEHICLES

Each vehicle is subject to the inspection and approval of the Medical Examiner's Office and/or the City of Jacksonville.

The Contractor shall maintain a minimum of two (2) vehicles, ready at all times, capable of carrying at least two (2) deceased persons at one time to include the required equipment as listed and described herein.

The Contractor must have proof of ownership, VIN Numbers, Florida Registration, or a signed lease for the duration of the contract for equipment suitable for meeting the requirements of this contract. If new vehicles are to be purchased, the contractor must provide a signed quotation from a vehicle dealer, with a guaranteed delivery date, to ensure that work can begin on time.

The Contractor shall provide proof of business automobile liability coverage for all vehicles. These policies must be readily available for review by the Medical Examiner's Office and or the City of Jacksonville upon request.

4. VEHICLE STAFFING

The Contractor shall maintain at least two (2) fully staffed vehicles ready for response to any death scene in Duval County. Each vehicle shall be manned by a minimum of two (2) attendants, including the

driver. The Contractor must be capable of loading or unloading at the pick-up point and at the Medical Examiner's Office without assistance. Contractor's second vehicle must be readily available in the event that:

a. The primary vehicle breaks down;

b. A second unit is required due to a priority type of scene;

c. Multiple bodies must be transported from a single death scene; or

d. Any other circumstance, not specifically described, wherein a second unit is deemed necessary.

5. VEHICLE EQUIPMENT

Vehicles furnished for this service must be capable of transporting at least two (2) deceased persons at one time. Preferably, vans should have cargo area with the following dimensions: length (inches): 147.8, width between arches (inches): 52.7, height (inches): 51.9 and loading floor height (inches): 27.3, when possible. Vehicles should have double-hinged rear doors and a passenger side sliding door. Cargo area must be lighted. If the cargo area has windows, it should have dark tinting that eliminates the possibility of viewing by the public. A bio-hazardous waste receptacle should be accessible in the cargo area for disposing of gloves, etc. Floor covering should be plastic or rubber so that cross-contamination can be easily eliminated. Vehicles must be capable of operating safely during inclement weather. The vehicles must have a dignified appearance and both the appearance and mechanical condition of the vehicles must be well maintained. The vehicles must be free of bumper stickers or other writing that could be embarrassing or insensitive to families. The portion of the vehicles which contains the cadavers must be air-conditioned.

Each vehicle must contain the following equipment for each call.

a. Two (2) one-man cots and/or auxiliary stretchers;

b. Hospital grade body bags, and heavy duty body bags with handles provided by the Medical Examiner's Office, will be provided at the scene by the Forensic Investigator.

c. Two clean white cloth sheets, per stretcher, provided by the Medical Examiner's Office, for homicide cases will be provided at the scene by the Forensic Investigator.

d. A communication system for the Contractor to contact his/her employees and for the Medical Examiner's Office to be in reliable contact with the Contractor and the transporters. Primary vehicle should possess a cell phone and a text pager. In cases of emergencies cell phone towers may be down and communication must continue.

e. Personal protective clothing and equipment as shall be required by local, state, or federal regulations are the responsibility of the contractor.

f. Foul weather gear, including boots provided by contractor.

g. Gloves; and

h. Disinfectants provided by contractor.

6. IDENTIFICATION SIGNS

Permanent or temporary signs may be affixed to each vehicle furnished for this service. Said sign, if any, shall identify the Contractor's company name and be located on the front doors of the vehicles. The signs must receive the prior approval of the Medical Examiner and shall not contain the words "Coroner" or "Medical Examiner". Other than the Contractor's vehicle, there will be no advertisement of any kind associated with any equipment or supplies used to transport the decedent. Vehicles shall be operated in compliance with all applicable traffic laws and rules.

7. PERSONNEL RESPONSIBILITIES

Each vehicle shall be manned by a minimum of two (2) attendants, including the driver. This provision is mandatory, and failure to provide a minimum of two (2) attendants per vehicle shall be grounds for termination of this contract. The Contractor shall remove the body from a scene without soliciting outside assistance. Every effort will be given by the Medical Examiner's Office to inform the Contractor of the approximate weight of the decedent to assist the Contractor in determining the attendants to deploy. In no event shall the Contractor, or his employees, solicit the assistance of other persons present at the scene to help with the removal.

Unless otherwise directed by Medical Examiner's personnel, each homicide victim removed from a crime scene shall be first wrapped in a clean, white cloth sheet at the scene. This sheet shall not be removed when the deceased is delivered to the Medical Examiner's Office.

Plastic body sheets are to be used on most removals. Heavy duty body bags are not to be used routinely for homicide cases. The heavy duty body bags should be used primarily for decomposing bodies and when excessive bleeding and drainage cannot be controlled. Only new, heavy duty, 6-handle minimum, side-zipper bags may be used for transporting deceased persons under this contract. Bags used for cases will be purchased and provided to the Contractor by the Medical Examiner's Office. The Medical Examiner reserves the right to determine the type of materials/supplies that will be used in transporting the deceased. Plastic sheets and body bags will be provided at the scene by the Forensic Investigator.

All deceased persons transported under this contract shall have a tag affixed listing the deceased's name or other identifying information, the locations from which the victim was picked up, and the date of the removal. The form and composition of the information shall be as directed by the Medical Examiner. This tag shall be placed on the deceased at the location of the removal. In the event of a homicide, the investigating agency or Medical Examiner personnel may request that the tag be placed as otherwise directed.

Homicide victims shall be transported alone in the vehicle directly to the Medical Examiner's Office, or designated location, with no intervening stops. No other body will be transported in the vehicle at the same time, except for possibly additional homicide victims from the same scene, unless otherwise directed by Medical Examiner personnel.

Unless otherwise directed by the Medical Examiner's Office or law enforcement personnel, all deceased persons shall be transported in the supine position and, when possible, with the arms down at the sides. They shall be delivered to the Medical Examiner's Office and placed supine on a tray by the contractor's personnel, unless otherwise directed by the Medical Examiner's Office personnel.

The deceased shall not be stored, except in homicide cases, in a sheet that was used for transport unless the sheet was already on the deceased at the time of removal; ie., a hospital or nursing home removal. Sheets used by the Contractor for routine, non-homicide, Medical Examiner cases shall not be left on the deceased at the time of delivery. It is the Contractor's responsibility to wash and maintain adequate supply of said sheets. Plastic used for hospital cases already in a hospital body bag are the responsibility of the contractor.

The body ticket receipt used by the Contractor, to document the removal of a deceased, shall/will be supplied by the Medical Examiner upon delivery at the Medical Examiner's Office. The form must contain at a minimum, the following information;

a. Name of deceased, if known;

b. Location from which deceased was removed;

c. Clothing condition of the deceased (dressed/undressed);

d. A description of all clothing, money, wallets, personal effects, and jewelry on the deceased. The inventory of valuables will be taken at the scene of the removal in the presence of the police and Medical Examiner's Office personnel;

e. Date and time of delivery to the Medical Examiner's Office;

f. Printed full names and signatures of Contractors personnel performing the transport and;

g. Signature of receiving personnel of the Medical Examiner's Office;

Contractor's personnel shall be neat in appearance at all times. All employees involved in body transportation shall wear conservative, neutral clothing that covers all parts of the legs and trunk. Clothing may have the transport company name but cannot have other names, emblems, insignias or graphic designs on it. All employees involved in body removal or transportation shall maintain an appropriate standard of cleanliness. All personal protective equipment will be the responsibility of the Contractor.

Contractor's personnel shall carry with them adequate identification to demonstrate that they are employed by the Contractor. These will be furnished by the Contractor and must show photo, legal first and last name, and company name.

8. RESPONSE TIME

The Contractor shall submit a listing of all communications equipment which will be used in performance of this contract including, but not limited to, telephone system, trunked radios, cell phones, text pagers, etc.

The Contractor shall provide and maintain a monitored communications system for the answering of calls, operational twenty-four (24) hours per day, and seven (7) days a week. This service shall at all times be manned by an individual acquainted with Duval County geography, radio communication procedures with text pagers and cell phones and Medical Examiners requirements.

Personnel of the Medical Examiner's Office are the only persons authorized to issue dispatch orders for the transport of Medical Examiners cases.

After attempting to contact Contractor for a removal by telephone or pager with no success, the Contractor has fifteen (15) minutes to return the call or page. Failure to do so necessitates our office in need of calling a backup source. The City of Jacksonville and/or the Medical Examiner's Office reserves the rights to rescind the award, and make award to the next lowest responsive, responsible bidder, or re-bid the contract, or impose penalties if this occurs more than three (3) times a year. The penalty imposed will be a credit issued by the Contractor in the amount of the fee for one body transport per every case where the City of Jacksonville, Florida would have had to seek outside assistance.

Arrival at the scene shall be within forty-five (45) minutes after time of dispatch call. For delays in arrival of greater than 45 minutes from time of dispatch up to sixty (60) minutes from time of dispatch, payment shall be made at the discretion of the Medical Examiner's Office. For delays in arrival greater than 60 minutes, no payment shall be made. Notification to Forensic Investigation Manager will be made when this occurs.

Vehicle attendants shall possess an adequate knowledge of Duval County geography so as to enable expeditious response to transport calls.

The Medical Examiner's Office reserves the right to allow more than the maximum sixty (60) minute response time on a case by case basis, such as when two (2) calls are made at the same time or other exigent circumstances may dictate.

9. SUBCONTRACTING AND ASSIGNMENT BY CONTRACTOR

Should the Contractor be unable to respond to a call from the Medical Examiner's Office, he may subcontract said call to another duly licensed and insured company upon prior written approval of the Medical Examiner's Office.

Contractor shall be solely responsible for paying the subcontractor for each removal so made and shall assume all liability arising therefore. Continued use of a subcontractor shall be construed as being unable to perform under this contract and grounds for termination of contract.

10. PERSONNEL QUALIFICATIONS

Due to the nature of the service to be performed and because transport personnel are subject to being subpoenaed as witnesses in some cases, the Contractor, any subcontractor and all employees of the Contractor must be bondable. Said persons shall not, at the time of the contract signing, be on probation or parole for any offense. The Contractor and any personnel involved with work for the Medical Examiner's Office under this contract may not have any offense involving a violent act, theft, dishonesty, drug possession or driving under the influence or any other felony. No personnel shall be employed by the Contractor that has been adjudicated guilty or plead no contest to a violent act, theft, dishonesty, drug possession or driving under the influence or any other felony. The Medical Examiner reserves the right to consider the ability, capacity, skill, licensing and insurance of the Contractor and to consider the character, integrity, reputation, judgment, experience and efficiency of the Contractor.

It is the Contractor's responsibility to conduct and retain Level 2 background checks for each prospective employee prior to allowing the employee to make removals for Medical Examiner's Office. All employee files and contents therein shall be made available to the City of Jacksonville, Florida and the Medical Examiner's Office upon request. Failure of the Contractor to ensure that his employees or subcontractors meet these requirements may result in immediate termination of the contract.

All persons authorized to make removals under this contract shall possess either a current, valid State of Florida Driver's license issued by the Department of Motor Vehicles or a State of Florida Identification Card at all times.

It is the Contractor's responsibility to have driver's license checks made and retained for each prospective driving employee prior to allowing the employee to make removals for Duval County. Furthermore, it is the Contractor's responsibility to recheck the employees' driver license status at least annually. Failure of the Contractor to insure that his employees or subcontractors meet these requirements may result in immediate termination of the contract.

The employees to be used by the Contractor in performance of the services specified are subject to review, investigation and approval by the City of Jacksonville, and, if found unacceptable by the City of

Jacksonville, shall not be used by the Contractor in the performance of any services under this contract. The Contractor will be advised of the information required on each such employee.

Contractor shall provide to the Medical Examiner a list of all persons authorized to make removals under this contract, including any individual who might be used as a backup to the primary transport personnel. Said list shall provide each person's name, date of birth, home address (not business address of Contractor) and valid Florida Driver's license number or State of Florida Identification Card, if not a driver. The list shall be delivered in writing to the Medical Examiner at least one (1) week prior to the start of operations under this contract. Any new hires shall be reported in writing to the Medical Examiner at least one (1) week prior to the new employee's assumption of duties. Any other change in status of employees; resignation, terminations or address changes, shall be reported in writing to the Medical Examiner's Office within fifteen (15) days.

It is the responsibility of the contractor to have his or her employees trained and practicing proper safety procedures. This training should include, but not limited to, the current and up to date methods for handling bio-hazardous conditions including blood borne pathogens and body fluids. **Documentation of this training for each employee shall be submitted with the Contractor's bid response.**

The Contractor and his/her employees shall maintain absolute confidentiality of all information related to any Medical Examiner case. This includes, but is not limited to, a prohibition on releasing any such information to the news media, or others, without prior approval of the Medical Examiner's Office. The Contractor and his/her employees shall be prohibited from taking any audio or visual recordings of a scene, participants, or decedents at any time.

No employee, agent, or other person in any way connected with Contractor; shall in any manner, way, or means convey to funeral homes, attorneys, or their agents, any information which would lead to knowledge of the name or address of the decedent or his/her next of kin or relatives in any Medical Examiner case. In event of release of such information, such employee, or agent of Contractor shall be subject to immediate dismissal.

Contractor, or any director, stockholder, officer, partner, principal, employee, or any member of any of their immediate families shall not refer, direct, suggest or lead persons to funeral homes, attorneys or their agents, cemeteries, crime scene clean up, florist shops or any other entity typically associated with death cases.

Discourteous, disrespectful, unprofessional, or other inappropriate behavior towards the public, law enforcement personnel, or Medical Examiner employees on the part of the Contractor's employees in the performance of contract services shall be grounds for termination of this contract.

The contractor shall maintain a drug-free work place. The Medical Examiner's Office and the City of Jacksonville have a zero tolerance policy.

11. PAYMENTS FOR SERVICES

A. Duval County shall be responsible for payment of transporting services as verified and approved by the Medical Examiner's Office. Contractor shall submit one (1) invoice per month for all removals made during that month. Each one shall identify:

1. Date of removal;
2. Name of deceased;
3. Medical Examiner Case Number; and
4. Unit price charge, per awarded contract.

B. In addition to the invoice submitted, Contractor shall provide a separate log for all removals covered by the invoice. The log shall contain at a minimum, the following information.

1. Date of removal;
2. Name of deceased;
3. Medical Examiner Case Number;
4. Location of address of removal
5. Time notified of removal by the Medical Examiner's Office;
6. Time transport personnel arrived at the scene;
7. Time transport personnel departed from the scene;
8. Time transport personnel arrived at the Medical Examiner's Office and;
9. Identity of transport personnel making the removal.

12. ADDITIONAL PROVISIONS

Change in status; Any change in status of Contractor's officers, owners and supervisory personnel, such as mailing address, street address, phone number, etc., shall be reported promptly to the Medical Examiner's Office and the Purchasing Division via JaxPro system.

Licenses, Permits, and Insurance: Awarded Contractor must have and maintain, at Contractor's expense, all necessary licenses and permits applicable in the performance of this service.

Authority of Medical Examiner: Awarded Contractor shall be responsible to and take directions and instructions for the handling of deceased persons from the Medical Examiner or authorized representative. Information regarding the authority of the Medical Examiner can be found in Florida Statutes Chapter 406.

13. BACKGROUND CHECKS

The Medical Examiner's Office and/or the City of Jacksonville may also conduct backgrounds checks required for performance under the contract which could include, but are not limited to the following:

a. Identification verification
b. Selective Service Status (registered/unregistered)
c. Clerk of Courts of Duval County and/or County of Residence
d. Employment verification
e. DMV by State of residence and/or other states as necessary
f. Military Service verification
g. Professional license and certification check
h. Fingerprint check
i. Credit/Fraud Check

14. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH

The Contractor will be responsible for assuring that all vehicles, material, and equipment maintained during this contract meet all OSHA requirements. Should the Contractor subsequently be found to be

deficient in any OSHA requirement in effect, all costs necessary to bring the equipment into compliance with the aforementioned requirements shall be borne by the Contractor. Failure to maintain OSHA requirements will be grounds for termination of this contract.

15. ACCEPTANCE

The Medical Examiner reserves the right to inspect all facilities/equipment of the bidder in order to make a determination and reserves the right to waive any irregularities and technicalities in the acceptance of this bid.

16. EEO STATEMENT

The Medical Examiner's Office and the City of Jacksonville are committed to assuring equal opportunity and therefore comply with all laws prohibiting discrimination on the basis of race, color, religion, national origin, handicap, age and gender.

(Remainder of page intentionally left blank)