

Request for Legislative Action

Resolution: 21104
Sponsor: Crystal Williams
Date: November 28, 2022

Completed by County Counselor's Office			
Action Requested:	Resolution	Res.Ord No.:	21104
Sponsor(s):	Crystal J. Williams	Legislature Meeting Date:	11/28/2022

Introduction
Action Items: ['Award']
Project/Title:
Awarding a Twelve Month Term and Supply Contract, with one Twelve Month Option to Extend, for the furnishing of Body Transportation Services for use by the Medical Examiner's Office to Metro Removal of Kansas City, Missouri under the terms and conditions of Invitation to Bid No. 99-22.

Request Summary
<p>The Medical Examiner's Office requires a Term and Supply Contract for Body Transportation Services within Jackson County, Missouri jurisdiction. The Purchasing Department issued Invitation to Bid No. 99-22 to meet requirements.</p> <p>7 notifications were emailed; 7 vendors reviewed bid documents and 2 vendors bid</p> <p>Body Pick-Up within Jackson County: Metro Removal / \$115. per case First Call, Inc / \$ 125. per case</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Medical Examiner's Office recommends the Award of a Twelve-Month Term and Supply Contract, with One Twelve-Month Option to Extend, for the furnishing of Body Transportation Services to Metro Removal of Kansas City, Missouri under the terms and conditions of Invitation to Bid No. 99-22 as the lowest and best bid.</p> <p>This award is made on an "as needed" basis and does not obligate the County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriation.</p> <p>The estimated annual use for this RLA is \$160,000.</p>

Contact Information			
Department:	Medical Examiner	Submitted Date:	11/2/2022
Name:	Kandi L. Brooke	Email:	KBrooke@jacksongov.org
Title:	Office Administrator	Phone:	816-881-6600

Budget Information	
Amount authorized by this legislation this fiscal year:	\$ 0
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$
Is it transferring fund?	No
Single Source Funding:	

Request for Legislative Action

Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
19604	November 9, 2017
17891	May 21, 2012

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Formal Bid
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Yes
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals are waived - insufficient MBE or WBE firms available	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order. 	

Request for Legislative Action

History

Submitted by Medical Examiner requestor: Kandi L. Brooke on 11/2/2022. Comments:

Approved by Department Approver Lindsey Haldiman on 11/2/2022 12:59:44 PM. Comments:

Returned for more information by Purchasing Office Approver Barbara J. Casamento on 11/2/2022 1:41:39 PM. Comments: You will need to say that 7 notifications were emailed; 7 vendors reviewed bid documents and 2 vendors bid

Submitted by Requestor Kandi L. Brooke on 11/2/2022 1:56:50 PM. Comments: Updated request summary.

Approved by Department Approver Lindsey Haldiman on 11/2/2022 2:36:06 PM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 11/2/2022 3:50:45 PM. Comments:

Returned for more information by Compliance Office Approver Katie M. Bartle on 11/2/2022 4:11:24 PM. Comments: Metro Removal's Certificate of Compliance is EXPIRED. To renew, they can go to <https://jacomocompliance.com/login.php> to submit an application for renewal.

Submitted by Requestor Kandi L. Brooke on 11/14/2022 9:52:32 AM. Comments:

Approved by Department Approver Lindsey Haldiman on 11/14/2022 10:07:26 AM. Comments:

Approved by Purchasing Office Approver Barbara J. Casamento on 11/16/2022 9:58:35 AM. Comments:

Approved by Compliance Office Approver Jaime Guillen on 11/16/2022 2:13:26 PM. Comments:

Approved by Budget Office Approver Mark Lang on 11/18/2022 12:24:07 PM. Comments:

Approved by Executive Office Approver Sylvya Stevenson on 11/18/2022 2:52:46 PM. Comments:

Approved by Counselor's Office Approver Katherine Henry on 11/22/2022 11:35:47 AM. Comments:



OFFICE OF THE JACKSON COUNTY MEDICAL EXAMINER
950 East 21st Street
Kansas City, Missouri 64108
(816) 881-6600
(816) 881-6641 fax

MEMO

To: Barb Casamento, Purchasing Supervisor
From: Lindsey J. Haldiman D.O., Interim Chief Medical Examiner
Date: November 1, 2022
Re: Department 2001, Recommendation regarding Bid No 99-22

Dear Barb,

The Medical Examiner's Office is recommending Metro Removal be awarded the Term and Supply Contract regarding Bid No 99-22 for the services of Body Transport required by our department.

This recommendation was based on many important factors but most importantly overall pricing.

The Medical Examiner's Office has estimated an annual spending amount of \$170,000 for this contract.

If you have any questions regarding this recommendation, please feel free to call me at (816) 881-6600.

Regards,



Lindsey J. Haldiman D.O.

Interim Chief Medical Examiner

Bid No: 99-22
Commodity: Body Transport

Vendor: First Call

		Submittal			
REQUIRED SUBMITTALS	Yes/No	Item #	Description	Per Bid	Score
Signed Contract	Yes	1	Price per trip, pick up	125	75
Affidavit	Yes	2	Number of vehicles	14	80
Compliance Review Form or Certificate	Yes	3	Number of full time assoc	14	80
Contractor's Qualifications	Yes	4	Met Requirements	yes	100
Acknowledgement of Addenda	Yes	5	Responsiveness		100
Quotation	Yes				
Exceptions	Yes			Total:	435
CUP (0%, 0%, 0%)	Yes				
Greater KC area details	Yes				

COMMENTS:

Bid No: 99-22
Commodity: Body Transport

Vendor: Metro Removal

		Submittal			
REQUIRED SUBMITTALS	Yes/No	Item #	Description	Per Bid	Score
Signed Contract	Yes	1	Price per trip, pick up	115	90
Affidavit	Yes	2	Number of vehicles	4	75
Compliance Review Form or Certificate	Yes	3	Number of full time assoc	5	75
Contractor's Qualifications	Yes	4	Met Requirements	yes	100
Acknowledgement of Addenda	Yes	5	Responsiveness		100
Quotation	Yes				
Exceptions	Yes			Total:	440
CUP (0%, 0%, 0%)	Yes				
Greater KC area details	Yes				

COMMENTS:



OFFICE OF THE COUNTY AUDITOR
COMPLIANCE REVIEW OFFICE
 415 E 12TH STREET, 2ND FLOOR
 KANSAS CITY, MISSOURI 64106

(816) 881-3302
 FAX (816) 881-3340
 CRO@JACKSONGOV.ORG
 WWW.JACKSONGOV.ORG/AUDITOR

JACKSON COUNTY, MISSOURI
CONTRACTOR UTILIZATION PLAN

Bid/RFP/RFQ Number: _____
 Bid/RFP/RFQ Title: _____
 Contracting Department: _____
 Respondent: _____

99-22

Body Transport Services
 Medical Examiner's Office

I, _____, of lawful age and upon my oath state as follows:

- This Affidavit is made for the purpose of complying with the provisions of the MBE/WBE/VBE submittal requirements on the above Bid/RFP/RFQ and the MBE/WBE/VBE Program and is given on behalf of the Respondent listed above. It sets out the Respondent's plan to utilize MBE and/or WBE and/or VBE prime and subcontractors on the awarded contract.

The goals set by Jackson County, Missouri are:

 0 % MBE 0 % WBE 0 % VBE

- Bidder stipulates that it will utilize a minimum of the following percentages of MBE/WBE/VBE participation in the above bid:

 % MBE % WBE % VBE

- The following are the MBE/WBE/VBE Contractors to be utilized on the above-named solicitation. Respondent maintains that it either has a formal contract or a conditional contract contingent upon award.

Please note:

- If Bidder is a certified MBE, WBE, or VBE firm, it may list itself in the appropriate area below.
- No contractor may be listed under multiple categories below regardless of certifications.

INTERNAL USE ONLY	
CUP RECEIVED: _____	CUP APPROVED: _____
GFE RECEIVED: _____	GFE APPROVED: _____
CUP REVISED: _____	REVISION APPROVED: _____
APPROVED GOALS: _____ MBE _____ WBE _____ VBE	
RES/ORD: _____	AMT AWARDED: _____
NOTES:	

A TERM AND SUPPLY CONTRACT for the furnishing of Body Transfer Services for use by the Medical Examiners Office.

A Contract between Jackson County Missouri ("County") and the undersigned ("Contractor"), collectively referred to as the "parties". The term "offer" as used herein refers to Contractor's offer made in response to this Bid Number. The parties agree as follows in consideration of the mutual covenants contained herein.

This Contract shall be binding when it is signed by the County's Purchasing Officer and shall run from such date until the end of the 12th consecutive month from the month during which it first took effect unless it is sooner terminated in accord herewith.

This Contract consists of: (1) Contractor's offer, including those papers which Contractor submitted with or expressly incorporated in its offer as a part thereof, to the extent the terms of such papers were expressly or impliedly accepted by the County, or were modified in writing with the express or implied consent of the parties; (2) written modification to this Contract signed by the County's Purchasing Officer and consented to expressly or impliedly by Contractor. This Contract represents the entire agreement between the parties in regard to this Bid Number. All modifications to this Contract must be in writing signed by the County's Purchasing Officer.

The laws of the State of Missouri and Jackson County, Missouri govern this Contract. This Contract shall be binding upon and to the benefit of the successor and assignees of the parties. The Contractor shall not assign this Contract or any monies payable hereunder without the prior written consent of the County. Contractor is an independent contractor of the County and shall indemnify the County for loss, damage or liability which the County incurs to the extent that such results proximately from the negligence or violation of Contractor or its employees, agents or subcontractors.

In regard to any goods which are included in the sale hereunder, Contractor makes to the County the warranties provided in Article Two of the Uniform Commercial Code of the State of Missouri to the extent that they apply by the terms thereof.

The County gives each of its employees an employee identification card having thereon a photograph of the employee. The County will not pay for any goods and/or services delivered by Contractor to any persons who did not present to Contractor at the time of delivery their County Identification Cards and who were not in fact authorized to receive delivery.

The County reserves the right to terminate this Contract for any reason upon at least 14 days written notice to Contractor.

The parties may annually extend this Contract beyond its original term for a time, not to exceed 12 month extensions, from the last day of the original term provided that the County's consent to such an extension and the extension does not involve changes in the specifications, terms and conditions, or increase in prices unless such changes or increases are provided for in said specifications, terms or conditions in effect at the expiration of the original term has been approved by the County Legislature.

The County will pay to Contractor the applicable pricing quoted by Contractor in its offer for any goods and/or services whose purchase was ordered by the County's Purchasing Officer in consequence of the County's acceptance of Contractor's offer. The County will make good faith effort to make payment within thirty (30) days after the latest of: (1) the date of proper delivery to the County; (2) the date of acceptance by the County; (3) the date when the receiving department has received from the Contractor a correct and complete invoice showing the pertinent County Purchase Order Number(s). Payment may be withheld by the County to protect itself from actual or potential loss which has resulted or may result from the Contractor's non-performance of any of its duties required hereunder.

Contractor warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this contract.

If the County awarded this Contract, would the Contractor sell under the prices and terms of this Contract to any Municipal, County, Public Utility, Hospital, or Educational Institution having membership in the Mid-America Council of Public Purchasing and located within the greater Kansas City Metropolitan Trade Area? (All deliveries are to be F.O.B. Destination and there shall be no obligation on the part of any member of such Council to utilize this Contract).

(Check one) Yes No Initials . Minimum order, if applicable \$. ALL PAGES OF THIS INVITATION TO BID ARE EXPRESSLY MADE A PART OF THIS CONTRACT. The format of this Contract has been approved by the County Counselor's Office. Signature of vendor as indicated below MUST BE COMPLETED before contract can be awarded:

CONTRACTOR'S NAME: Metro Removal LLC PHONE NO: 816 860 9118
ADDRESS: 11211 E State Rt 150 KCMO 64114 FAX NO:
NAME OF AUTHORIZED AGENT (print or type): Hatcher Duker DATE: 10/15/2022
SIGNATURE OF AUTHORIZED AGENT: [Signature] TITLE: owner
EMAIL ADDRESS OF AUTHORIZED AGENT: dukesheather@hotmail.com
FEDERAL ID NO: 51-047775 and/or SOCIAL SECURITY NO:
SPECIFY: MINORITY OWNED (MBE): WOMAN OWNED (WBE): (Check If Applicable)

JACKSON COUNTY MISSOURI BY BOB CRUTSINGER, DIRECTOR OF FINANCE AND PURCHASING

SIGNATURE OF BOB CRUTSINGER: DATE: 10/15

AFFIDAVIT

STATE OF Missouri)
) SS.
COUNTY OF Jackson)

Heather Dukes of the city of Kansas City Mo
County of Jackson State of Missouri being duly sworn on her or his oath, deposes and says,

1. That I am the OWNER (Title of Affiant) of Metro Removal LLC (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.
2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).
3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.
4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2021, any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.
5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.
6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties, or the State of Missouri and City of Kansas City, Missouri Debarment List.
7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.
8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Metro Removal LLC (Name of Bidder)
By: Heather Dukes (Signature of Affiant)
OWNER (Title of Affiant)

Subscribed and sworn to before me this 17th day of October, 2022

Ryan Nicholas Strickland, Sr.

NOTARY PUBLIC in and for the County of Jackson (SEAL)

State of Missouri

My Commission Expires: October 29, 2023

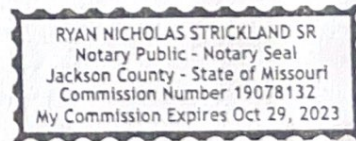


EXHIBIT F
BIDDER'S EXCEPTIONS
TO
SPECIFICATIONS
OF
JACKSON COUNTY, MISSOURI INVITATION TO BID NO. 99-22

Respondent's attention is directed to Paragraph 4 of the General Conditions of this Invitation to Bid. **READ THIS PARAGRAPH CAREFULLY.**

The following exceptions to the Specifications of Invitation to Bid No. 99-22 are requested by the undersigned Respondent: (Use additional pages as necessary.)

REFERENCE PARA # & PAGE #	EXCEPTION REQUESTED
N/A	

Name of Firm: Metro Removal LLC

Signature of Bidder: *Matthew D...*

- 7.2.4 Exceptions
- 7.2.5 Contractor's Utilization Plan

8.0 REQUIRED SUBMITTALS

- 8.1 Purchasing Forms
- 8.2 Quotation Form
- 8.3 Bidder's Qualifications and Licenses
- 8.4 Bidder's References and Years in Business
- 8.5 Bidder's Location and Contact Information
- 8.6 Main Point of Contact and Back Up Point of Contact
- 8.7 If not located in the Greater Kansas City Metropolitan Area, documentation on how Bidder proposes to perform the work described herein
- 8.8 Failure to include any of the Required Submittals with your bid may result in the REJECTION of your bid.

9.0 QUOTATION

Number	Description	Amount
01	Body Pick Up within Jackson County, Missouri	\$ 115.00
02	Number of Body Transport Vehicles Owned/Leased	4
03	Number of Full Time Transport Staff Employed	5

Signature: <i>Heather Dulces</i>	Date:
Name: <i>Heather Dulces</i>	Phone: <i>816 8609118</i>
Title: <i>OWNER</i>	Cell: <i>816 728 1069</i>
Company Name: <i>Metro Removal LLC</i>	Fax:
Company Address: <i>11211 E state st 150 KC MO 64149</i>	
Email Address: <i>dukesheather@hotmail.com</i>	
Web Address:	

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned acknowledges receipt of Addenda through and including numbers _____ and that this Bid is submitted in accordance with information, instructions, and stipulations set forth therein.

Weather Dukes
Signature of Respondent

10/15/2022
Date

Metro Removal LLC
Company Name

11211 E State Rt. 150
Address

Kansas City Mo 64149
City, State, and Zip

816 8609118
Phone

1.0 INTRODUCTION

- 1.1 Jackson County, Missouri is seeking bids from qualified bidders for the furnishing of Body Transfer Services for the Jackson County, Missouri Medical Examiner's Office.
- 1.2 This is Jackson County, Missouri Invitation to Bid No. 99-22. Response Deadline is 2:00 PM, CDT on October 18, 2022.
- 1.3 Term: This will be a Twelve Month Term and Supply Contract with one Twelve Month Option to Extend.
- 1.4 Submission of Bids: Bids must be submitted on-line through the Bonfire Portal at <https://jacksongov.bonfirehub.com> . Bids submitted by any other method will not be accepted.
- 1.5 Body Transfer Service will be fore Jackson County in Missouri.
- 1.6 The Jackson County Medical Examiner's Office is located at 950 East 21st Street in Kansas City, Missouri 64108.
- 1.7 The County estimates it will spend \$160,000.00 annually on this Term and Supply Contract.

2.0 QUESTION PROCEDURE

- 2.1 All questions regarding this Invitation to Bid shall be communicated electronically through the Bonfire Portal via the Opportunity Q & A on the Invitation to Bid.
- 2.2 All questions must be received on the Bonfire Portal by 5:00 PM, CDT on October 11, 2022.
- 2.3 All questions will be answered in the form of Addenda/Amendment to the Invitation to Bid on the Bonfire Portal.
- 2.4 Bidders and their agents (including subcontractors, associates, consultants, or their agents) **may not** contact any other County employees, staff or elected officials regarding the matters covered by this Invitation to Bid during the solicitation and evaluation of this bid. Inappropriate contacts are grounds for REJECTION OF YOUR BID.

3.0 BID REQUIREMENTS

- 3.1 All work on this Contract will be performed in the Greater Kansas City Metropolitan Area. If Bidder is not located in the Greater Kansas City Metropolitan Area, documentation must be submitted with your bid that details how Bidder will perform the work as detailed herein. Jackson County, Missouri reserves the right to determine if Bidder's plan to perform the work is acceptable.
- 3.2 In preparing it's offer, Bidder is responsible for familiarizing itself with the delivery location of the job site and for informing itself of all structures, hazards, procedures and other conditions affecting the prosecution and completion of this project. A lack of such information shall not be grounds for adjustment of Bidder's pricing after Response Deadline.

4.0 AWARD REQUIREMENTS

- 4.1 Certificate of Insurance: The Successful Bidder will be required to submit to the Purchasing Department a Certificate of Insurance meeting or exceeding the provisions of Item 15 of the General Conditions and Exhibit A included herein within ten business days after receiving Notification of Award.
- 4.2 Exempt Entity: Jackson County, Missouri is an exempt entity under Section 144.062 Revised Statutes of Missouri. Upon the request of the Successful Bidder, Jackson County will issue a project specific Missouri State Sales Tax Exemption Certificate to the Successful Bidders and their named subcontractors to be utilized during the performance of this Contract. The certificate must be requested prior to the purchase of any goods, supplies, materials and/or equipment. Under no circumstances will this certificate be back-dated to cover goods, supplies, materials or equipment already purchased.
- 4.3 Licenses and Permits: The Successful Bidder shall provide a copy of current Business Licenses to the Purchasing Department to be kept in the Invitation to Bid file as part of the permanent records. The Successful Bidder is responsible for securing all licenses and permits required by the City where the work is taking place. The Successful Bidder is responsible for the purchase of any required licenses and permits for this Contract at no additional cost to the County.
- 4.4 The Successful Bidder must provide for each of its individual employee's performing work or services under this Contract for or on behalf of the Successful Bidder, the Successful Bidder must secure and maintain throughout the duration of this Contract a Fidelity Bond in the amount of five thousand dollars (\$5,000.00). Prior to award of this Contract, the Successful Bidder will have to provide proof of Fidelity Bonds on each employee.
- 4.5 The Successful Bidder will provide a criminal history check to the Medical Examiner's Office of all employees that will be working for the Successful Bidder on this Contract, prior to the award of the Contract. After the Contract has been awarded, any new hires or replacements will be required to have a criminal history check, at the Successful Bidder's expense, prior to working on any Medical Examiner's calls. The Medical Examiner's Office reserves the right to reject any of Successful Bidder's employees that do not pass the criminal history check.

5.0 SPECIFICATIONS

- 5.1 The Medical Examiner's Office will assume 100% of the cost for transfer of bodies to the Medical Examiner's Office including the cost of body bags.
- 5.2 The Medical Examiner's Investigators will respond to the death scene (when required) and order the transfer of the body to the Medical Examiner's Office.
- 5.3 The Successful Bidder is strictly prohibited from billing the family or estate of the deceased for these services.
- 5.4 The Medical Examiner estimates that approximately 1600 bodies annually will require transport during this Contract.

- 5.5 Subcontracting is not allowed on this Contract.
- 5.6 The Successful Bidder will pick up decedents, as directed or requested by the Jackson County Medical Examiner or their duly authorized representative.
- 5.7 The Successful Bidder will provide all services on a seven (7) days per week; twenty-four (24) hours per day continuous basis throughout the duration of this Contract.
- 5.8 The Successful Bidder shall have two (2) personnel respond to all scenes.
- 5.9 The Successful Bidder shall answer and respond to calls to the telephone number provided to the County at any time day or night throughout the duration of this Contract.
- 5.10 The Successful Bidder shall arrive on the death scene within forty-five (45) minutes of being notified by the County.
- 5.11 The Successful Bidder warrants that it will perform all services required under this Contract in such a manner as to protect and preserve the body and to deliver it to the Medical Examiner's Office in the same condition as it was in when delivered to the custody of the Successful Bidder.
- 5.12 The Successful Bidder will handle the decedent's remains with due respect and dignity. The Successful Bidder will also respect the concerns of the decedent's family members.
- 5.13 The Successful Bidder will defer any questions to the Medical Examiner's Office.
- 5.14 The Successful Bidder will not recommend any funeral home services.
- 5.15 The Successful Bidder warrants that it will perform all services required under this Contract in such a manner as to protect and preserve the personal property on or about the body.
- 5.16 The Successful Bidder will deliver each decedent, face up, with all jewelry, clothing and other personal effects as are present when the body is delivered to Successful Bidder's custody.
- 5.17 Upon delivery of the decedent to the Jackson County, Missouri Medical Examiner's Office, the Successful Bidder will sign a Body Transport Intake confirming the decedent's information and the Medical Examiner's Investigator will sign as recipient for the decedent and check the integrity of the bag and security seal.
- 5.18 All body bags will be supplied by the Medical Examiner's Office at no cost to the Successful Bidder.
- 5.19 Decedents will be placed in a body bag or disaster bag at the sole discretion of the Medical Examiner's staff.
- 5.20 All body bags sealed with a security lock will be opened by the Medical Examiner's staff.
- 5.21 The Medical Examiner's Office will supply the Successful Bidder with spare body bag(s) to carry in case a decedents is picked up at a hospital for transport to the Medical Examiner's Office.
- 5.22 The Successful Bidder shall have sufficient transportation equipment and personnel to promptly handle all calls for service when more than one request is made at the same time.
- 5.23 The Successful Bidder shall have the necessary equipment to perform all services on this Contract:

- 5.23.1 All carts and stretchers used to remove decedents will be sturdy, in good repair and free of sharp edges. All carts and stretchers will be kept clean, disinfected and presentable to the public.
- 5.23.2 All transport vehicles will be mechanically sound, clean, secure, dignified and afford the decedent privacy from public viewing. Transport vehicles will be regularly scheduled for maintenance and maintenance will be documented.
Transport vehicles are to be kept in good repair.
- 5.24 The Successful Bidder will follow body handling procedures set by the Jackson County Medical Examiner's Office which include precautions against biohazards associated with the handling of bodies.
- 5.25 The Successful Bidder will submit invoices with the following information:
 - 5.25.1 Name of the deceased;
 - 5.25.2 Date and time requested for services received;
 - 5.25.3 Location/address of the pickup;
 - 5.25.4 Date and time Successful Bidder arrived at pickup point;
 - 5.25.5 Date and time Successful Bidder completed delivery of the body;
 - 5.25.6 The name of the person receiving the body for the Medical Examiner's Office;
 - 5.25.7 The Medical Examiner's Office will be responsible for verifying the invoices and authorizing payment of invoices to Successful Bidder.
- 5.26 The Medical Examiner's Office will be the sole judge of quality of performance on this Contract; failure of the Successful Bidder to perform any duties specified herein will be considered a breach of contract.

6.0 EVALUATION PROCESS

- 6.1 All bids that are received that are responsive to the General Conditions, Specifications and provisions of this Invitation to Bid will be evaluated.
- 6.2 An Evaluation Committee made up of County employees will evaluate bids and make recommendations for award.
- 6.3 Jackson County, Missouri shall be the sole judge of the bids submitted for this Invitation to Bid and its decision shall be final.

7.0 ATTACHMENTS

- 7.1 Attachment A – General Purchasing information to be downloaded and read prior to submitting your bid:
 - 7.1.1 General Terms and Conditions
 - 7.1.2 Certificate of Compliance Notice
 - 7.1.3 Insurance requirements
- 7.2 Attachment B – Purchasing Forms to be downloaded, filled out and submitted with your bid:
 - 7.2.1 Affidavit
 - 7.2.2 Term and Supply Contract
 - 7.2.3 Acknowledgement of Addenda

7.2.4 Exceptions

7.2.5 Contractor's Utilization Plan

8.0 REQUIRED SUBMITTALS

8.1 Purchasing Forms

8.2 Quotation Form

8.3 Bidder's Qualifications and Licenses

8.4 Bidder's References and Years in Business

8.5 Bidder's Location and Contact Information

8.6 Main Point of Contact and Back Up Point of Contact

8.7 If not located in the Greater Kansas City Metropolitan Area, documentation on how Bidder proposes to perform the work described herein

8.8 Failure to include any of the Required Submittals with your bid may result in the REJECTION of your bid.

9.0 QUOTATION

Number	Description	Amount
01	Body Pick Up within Jackson County, Missouri	\$
02	Number of Body Transport Vehicles Owned/Leased	
03	Number of Full Time Transport Staff Employed	

Signature:	Date:
Name:	Phone:
Title:	Cell:
Company Name:	Fax:
Company Address:	
Email Address:	
Web Address:	