

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19604

Sponsor(s): Crystal Williams

Date: October 9, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract, with Three Twelve Month Options to Extend for the furnishing of Body Transport 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. 24-17</u></p>															
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Medical Examiner Estimated Use: \$160,000.00</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:		Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:		Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:						
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date): 17891, August 14, 2012</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>															
REQUEST SUMMARY	<p>The Medical Examiner's Office requires a Term and Supply Contract for Body Transport Services within Jackson, Platte, Clay and Cass Counties in Missouri. The Purchasing Department issued Invitation to Bid No. 24-17 in response to those requirements.</p> <p>A total of nineteen notifications were distributed and two response were received and evaluated as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Metro Removal Kansas City, MO</th> <th style="width: 20%; text-align: center;">First Call Shawnee, KS</th> </tr> </thead> <tbody> <tr> <td>Body Pick-Up in Jackson County, MO</td> <td style="text-align: center;">\$105.00</td> <td style="text-align: center;">\$ 85.00</td> </tr> <tr> <td>Body Pick-Up in Platte County, MO</td> <td style="text-align: center;">\$105.00</td> <td style="text-align: center;">\$ 85.00</td> </tr> <tr> <td>Body Pick-Up in Clay County, MO</td> <td style="text-align: center;">\$105.00</td> <td style="text-align: center;">\$ 85.00</td> </tr> <tr> <td>Body Pick-Up in Cass County, MO</td> <td style="text-align: center;">\$105.00</td> <td style="text-align: center;">\$ 85.00</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Medical Examiner's Office recommends the Award of a Twenty-Four Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of Body Transport Services to Metro Removal of Kansas City, Missouri under the terms and conditions of Invitation to Bid No. 24-17 as the lowest and best bid meeting specifications.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriation.</p>		Metro Removal Kansas City, MO	First Call Shawnee, KS	Body Pick-Up in Jackson County, MO	\$105.00	\$ 85.00	Body Pick-Up in Platte County, MO	\$105.00	\$ 85.00	Body Pick-Up in Clay County, MO	\$105.00	\$ 85.00	Body Pick-Up in Cass County, MO	\$105.00	\$ 85.00
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals – No goals were assigned to this Invitation to Bid <input checked="" type="checkbox"/> WBE Goals – No goals were assigned to this Invitation to Bid <input checked="" type="checkbox"/> VBE Goals – No goals were assigned to this Invitation to Bid	
ATTACHMENTS	The Abstract of Bids Received, a Recommendation Memorandum by Dr. Diane Peterson and the pertinent pages of Metro Removal's bid documents	
REVIEW	Department Director:	Date: 09/29/2017
	Finance (Budget Approval): <i>If applicable</i>	Date: 10/3/17
	Division Manager:	Date: 10-3-17
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- 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.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

NO	DESCRIPTION	UNIT	QTY	Metro Removal	First Call	AMOUNT	AMOUNT	AMOUNT
				AMOUNT	AMOUNT			
1	Body Pick-Up in Jackson County, MO			\$ 105.00	\$ 85.00			
2	Body Pick-Up in Platte County, MO			\$ 105.00	\$ 85.00			
3	Body Pick-Up in Clay County, MO			\$ 105.00	\$ 85.00			
4	Body Pick-Up in Cass County, MO			\$ 105.00	\$ 85.00			

CERTIFICATION OF BID OPENING
 BIDS WERE PUBLICLY
 OPENED AND RECORDED
 ON: 5/23/2017, BY
[Signature]
 CLERK OF THE LEGISLATURE
[Signature]
 PURCHASING



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

MEMO

To: Barbara Casamento – Purchasing

From: Diane C. Peterson, MD

Date: September 26, 2017

Re: Vendor recommendation - update

As requested, a re-review of the bids for transport services was conducted. I continue to feel that Metro Removal, our current contract provider, best suits the needs of the Medical Examiner's Office as well as the requirements of the bid.

Regarding the employees of First Call, Inc. who did not pass the background check, First Call has agreed to prohibit those 3 employees from transporting any cases for the JCMEO. First Call also agrees to perform background checks on all new employees and notify the JCMEO of the results. These two stipulations satisfy the personnel concern this office had regarding First Call.

However, when speaking with the Chief of Health Services, the owner of First Call again stated that his company cannot meet the 45-minute response time requirement of the bid (Bid Specification 4.10). As described in my first recommendation letter, during a site visit, First Call stated they would need 1 ½ hours to respond to some areas of the JCMEO jurisdiction. In the phone conversation with the Chief of Health Services, he again stated this timeframe and even stated that he would prefer up to 2 hours to respond to a scene. As stated in my previous letter, this is likely because of the large geographical area that First Call covers for other coroners and funeral homes compared to Metro Removal.

Two hours' response time is unacceptable. Prior to my appointment as Chief Medical Examiner, an issue of response time was addressed by one of our contract counties. The leaders of the county were upset because they thought we were taking too long (i.e. up to 2 hours) to respond to scenes in their county. They threatened, at that time, to pull the contract with the JCMEO. Upon investigation, however, it was discovered that one hour of the "response time" was time spent by law enforcement on scene following the dispatch to the scene but prior to notification to the JCMEO of the death. The time following JCMEO notification to our arrival on scene was within the parameters of our office policy at less than an hour.

**JACKSON COUNTY MEDICAL EXAMINER'S OFFICE
TRANSPORTATION AND HANDLING OF BODIES POLICY
NAME INSPECTION ACCREDITATION COVERING C.1.a, C.1.g**

DATE OF LAST REVISION: January 12, 2016

OBJECTIVE: Jackson County, Missouri is a Twenty Four (24) hour service for investigating deaths and transporting decedents to the Jackson County Medical Examiner's Office. The transport service will pick up decedents within the boundaries of Jackson, Platte, Clay and Cass Counties, Missouri as directed or requested by either the Jackson County Chief Medical Examiner or duly authorized representative.

ATTACHMENT:

1. Body Transport Form

PROCEDURE:

- I. The transport service will provide all services on a seven (7) day per week, twenty-four (24) hours per day continuous basis throughout the year.
- II. Two (2) transport personnel must respond to all scenes. The transport company shall answer and respond to all calls to the telephone number provided to the County at any time day or night. The investigator will direct the handling and placement of the decedent/ property in the body bag. Only the transport personnel will be responsible for placing the decedent and personal effects in the body bag. Investigators should avoid, when possible, placing the decedent in the body bag due to risk of injury.
- III. Transport will arrive on the scene within 45 minutes of being notified.
- IV. Transport will perform all services required in such a manner as to protect and preserve the decedent and to deliver them to the Medical Examiner's Office in as nearly the same condition as it was in when received in the custody of the transport service. The investigator and transport service personnel will handle the decedent's remains with due respect and dignity. The transport service will also respect the concerns of family members. However, the transport service will refer any questions to the Medical Examiner's Office and cannot recommend any funeral home services.
- V. The transport service will perform all services required in such a manner as to protect and preserve the personal property on or about the body. Transport will deliver each decedent, face up, with all jewelry, clothing and other personal effects as are present when the body is delivered to the transport service's custody. Upon delivery of the decedent to the Jackson County Medical Examiners Office, the transport service check the integrity of the bag and security seal. The transport service will sign the JCMEO intake form generated by MEO personnel.
- VI. Decedents will be placed in a white body bag or a black/gray disaster pouch at the sole discretion of the Medical Examiner's staff. All body bags will be sealed with a security

**JACKSON COUNTY MEDICAL EXAMINER'S OFFICE
TRANSPORTATION AND HANDLING OF BODIES POLICY
NAME INSPECTION ACCREDITATION COVERING C.1.a, C.1.G**


Res. 19604

DATE CREATED: September 20, 2007
WRITTEN BY: Mike Henderson; Tom Hensley
REVISED ON: October 26th, 2013; January 12, 2016
REVISED BY: Diane C. Peterson, M.D.; Tom Hensley
APPROVED BY: Diane C. Peterson, M.D.

REVIEW DATES:

03/07/2016

SIGNATURES:



8.0 QUOTATIONS

Number	Description	Amount
01	Body Pick Up within Jackson County, Missouri	\$ 105.00
02	Body Pick Up within Platte County, Missouri	\$ 105.00
03	Body Pick Up within Clay County, Missouri	\$ 105.00
04	Body Pick Up within Cass County, Missouri	\$ 105.00
05	Number of Body Transport Vehicles Owned/Leased	5
06	Number of Full Time Transport Staff Employed	9

Signature: <i>Heather Duke</i>	Date: 5/20/17
Name: Heather Duke	Phone: 816-860-9118
Title: owner	Cell: 816-728-1069
Company Name: Metro Removal LLC	Fax: 816-444-4250
Company Address: 11211 E State Route 150 Kc mo 641149	
Email Address: dukesh Heather@hotmail.com	
Web Address:	