



**OFFICE OF THE
PUBLIC ADMINISTRATOR**
JACKSON COUNTY COURTHOUSE

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John Pruitt Killian
Public Administrator

MEMORANDUM

TO: Troy Schulte
County Administrator

FROM: John Pruitt Killian
Public Administrator

DATE: November 26, 2024

RE: Recommendation for Contract 24-085 – Mortuary Services

This Memorandum sets forth my recommendation to award the open contract 24-085 Mortuary Services to Charter Funerals of Missouri, LLC. The County issued a request for proposals through Bonfire and opened the online portal for submissions on October 11, 2024. Submissions and questions closed November 5, 2024.

The project provides for a Twelve Month Term and Supply Contract with One Twelve Month Option to Extend for Professional Mortuary Services to provide burial or cremation services to indigent and deceased Jackson County resident as approved by the Public Administrator under the terms of the RFP. Two suppliers submitted bids – SIG-MO Assets, LLC and Charter Funerals of Missouri, LLC.

SIG-MO Assets scored a total of 81 points. The points and rationale are:

- 0 points for MBE/WBE/VBE Participation. The County set no MBE/WBE/VBE expectation.
- 10 points for Qualifications and Experience. The candidate has extensive experience in the area and previous experience supplying for this contract.
- 3 points for References. Candidate's references were other funeral homes.
- 8 points for Response to Scope of Services. Candidate was thoughtful and detailed in its response.
- 10 points for Plan of Action. Candidate was thoughtful and detailed in its response for a plan of action. Candidate has on site crematorium.
- 50 points for Pricing. Candidate had the highest price among the candidates, and indicated additional charges for excess weight for cremations and mileage.

Charter scored a total 88 points. The points and rationale are:

- 0 points for MBE/WBE/VBE Participation. The County set no MBE/WBE/VBE expectation.
- 10 points for Qualifications and Experience. Candidate has extensive experience in

the area and previous experience supplying for this contract.

- 5 points for References. Candidate's references were local and diverse.
- 5 points for Response to Scope of Services. Candidate provided little detail in explaining Scope of Services, but did agree to meet the mandatory requirements.
- 8 points for Plan of Action. Candidate meets minimum requirements and has access to two cemeteries that it owns.
- 60 points for Pricing. Candidate submitted the lowest pricing among the candidates and in particular does not charge for excess weight in cremations.

Both candidates are well known locally, have extensive experience in the industry, and have previously been awarded this contract. Charter proposed a lower price, which in my estimate will result in approximately \$20,000 to \$25,000 in savings over the year.

We recommend then that the Mortuary Services contract be awarded to Charter Funerals of Missouri, LLC. Please let me know if you require additional information.