



GENESEE COUNTY PURCHASING DEPARTMENT
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CINDY CARNES
Purchasing Manager

April 10, 2015

GENESEE COUNTY REQUEST FOR PROPOSALS #15-056

Sealed proposals will be received until **3:00 p.m. (EDT), Thursday, May 14, 2015** at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 for **BODY REMOVAL SERVICES FOR THE GENESEE COUNTY MEDICAL EXAMINER'S OFFICE.**

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

DUE DATE: Thursday, May 14, 2015 @ 3:00 PM
PROPOSAL REQUEST NUMBER: #15-056

Cindy Carnes
CINDY CARNES, PURCHASING MANAGER

bid2\2015\15-056
Attachments

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TABLE OF CONTENTS

SECTION 1 - INSTRUCTIONS TO PROPOSERS	3
SECTION 2 - STANDARD TERMS & CONDITIONS	5
SECTION 3 - ADDITIONAL TERMS & CONDITIONS	8
SECTION 4 - MINIMUM QUALIFICATIONS OF PROPOSERS.....	11
SECTION 5 - INTRODUCTION & BACKGROUND INFORMATION	11
SECTION 6 - SCOPE OF SERVICES	12
SECTION 7 - FORMAT OF PROPOSALS/PROPOSAL CONTENT.....	13
SECTION 8 - EVALUATION CRITERIA & SELECTION PROCEDURE.....	15
SIGNATURE PAGE.....	17
GENESEE COUNTY INSURANCE CHECKLIST	18
ATTACHMENT 1 - PROFESSIONAL SERVICES CONTRACT	19

RFP #15-056 BODY REMOVAL SERVICES FOR THE GENESEE COUNTY MEDICAL EXAMINER'S OFFICE

SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until **3:00 p.m. (EDT), Thursday, May 14, 2015**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., closed noon to 1:00 p.m. for lunch, closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, two paper copies and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal.
3. **Buy4Michigan** – an alternate review of proposal request can be done at **Buy4Michigan.com**. Open Market Bid 303715B0004721. Proposals may not be submitted at the Buy4Michigan site for this offering.
 - a. Requests for proposal and opportunities to bid on products and services required by Genesee County can be found on the website **www.Buy4Michigan.com**. This website is the official posting site for most State of Michigan solicitation and allows municipalities across Michigan to more effectively notify vendors of RFQ and bid opportunities. By making use of this site it increases internal efficiency and lowers costs for member agencies and taxpayers through shared resources.
 - b. You must register at the site to participate in other solicitations. Once registered you will have access to all solicitations throughout the State of Michigan posted at the website.

If you have questions or need assistance registering, please call the Vendor Support Department at 888-734-9749, Monday through Friday, 8:00 AM through 8:00 PM EST. To register for access to Genesee County bids, please go to <https://www.buy4michigan.com/bs/login.sdo> and click on Register <https://www.buy4michigan.com/bs/external/fidCheck.jsp>.

4. Michigan Inter-governmental Trade Network– an alternate review of the RFP number RFP-CC-15-056 can be done at <http://www.mitn.info/Genesee-County.asp?AgencyID=2340&PageType=open>.
 - a. Genesee County has partnered with BidNet as part of the [Michigan Inter-governmental Trade Network](#) and will post their bid opportunities to this

site. As a vendor, you can register with [Michigan Inter-governmental Trade Network](https://www.mitn.info/Registration.asp?ID=2340) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](https://www.mitn.info/Registration.asp?ID=2340) support department toll free 1-800-835-4603.

5. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
6. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.
7. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
8. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

9. Preference for Genesee County Businesses and Veteran-Owned Businesses: Unless the funding source for the contract prohibits such preferences, in the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Preferred Businesses shall be afforded an

additional five (5) percent of the total evaluation points up to a maximum of five (5) points.

10. Proposal Format: Proposals must be submitted in the format outlined in Section 7. **FORMAT OF PROPOSALS/PROPOSAL CONTENT** to be deemed responsive.

SECTION 2 - STANDARD TERMS & CONDITIONS

1. **Genesee County Purchasing Regulations**: All procurements are conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, Michigan, 48502.
2. **Evaluation and Award**: The contract will be awarded to the responsible offeror whose proposal is determined to be most advantageous to the County, based on the evaluation criteria set forth in the RFP. Genesee County reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal, and to negotiate with the apparent successful offeror in the best interest of Genesee County.
3. **Discussion with Responsible Offerors and Revisions to Proposals**: Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. If provided in the RFP, revisions of proposals may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. Unless otherwise indicated in the Request for Proposals, Genesee County reserves the right to award the contract in whole or in part, by item, by group of items, or by section where such action serves the best interests of Genesee County.
4. **Cancellation; Rejection of Proposals**: The Request for Proposals may be canceled by Genesee County at any time for any reason. Any proposal received may be rejected in whole or in part when in the best interests of Genesee County.
5. **Receipt of Proposals**: It is solely the responsibility of the offeror to assure the timely receipt of its proposal at the location indicated in the proposal announcement. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
7. **Tax**: Genesee County is a Michigan Municipal Corporation and as such it is exempt from Federal Excise Tax and Michigan Sales Tax.
8. **Non-Discrimination**: The successful proposer/contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or

indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Breach of this covenant shall be regarded as a material breach of this contract.

9. **Performance Bond:** If a performance bond is required, the bond must be issued by a company authorized to do business in the State of Michigan.
10. **Conflict of Interest:** Each offeror, by submitting a proposal, represents that the offeror has no knowledge that any employee, representative or agent of the offeror is a County employee who has directly or indirectly participated on behalf of the County in the contemplated procurement, or that any County employee who has so participated or any member of such an employee's immediate family has a financial interest pertaining to the contemplated procurement from the offeror, and represents that the offeror reasonably believes that no employee, representative or agent of offeror is a County employee who has so participated and that no County employee who has so participated or member of that employee's immediate family has a financial interest in the contemplated procurement from the offeror.
11. **Inspection:** All goods are received subject to inspection and testing. If goods are defective or fail to meet the RFP's specifications, Genesee County shall have the right to reject the goods or to correct the defects. The contractor shall pay Genesee County for expenses incurred in correcting defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the contractor. After the forty-five day period, Genesee County will dispose of the goods without further liability to Genesee County. The contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.
12. **Offeror's Representations:** Each offeror, by submitting a proposal, represents as follows:
 - 1) That the offeror has read and understood the RFP documents and has submitted its proposal in accordance therewith;
 - 2) That the proposal has been submitted by a duly authorized owner, partner, or corporate officer;
 - 3) That the proposal submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the RFP, designed to limit independent offers or competition.
13. **Independent Contractor:** Offeror agrees that if awarded a contract, it shall be an independent contractor and not an employee of Genesee County. The

contractor shall secure, at its own expense, all personnel required in supplying goods or services under the awarded contract. All such personnel shall have no contractual relationship with Genesee County and shall not be considered employees of Genesee County.

14. **Insurance:** Each offeror must submit a completed Genesee County Insurance Checklist, if so stipulated in the RFP. The required coverage and minimum limits may vary dependent upon the dollar amount of the contract, length of time of the contract, and the hazard level of the work or services to be performed. The types of insurance coverage may include: workers compensation, general liability, auto liability and/or professional liability. The insurer, insurance retention group, pool, or self-insurer must be authorized/licensed to provide such coverage within the State of Michigan and meet minimum financial ratings, if applicable, as supplied by Best or S & P.
15. **Indemnification:** The successful offeror shall defend, indemnify, and hold harmless Genesee County and its officers and employees from and against all claims, losses, damages, and expenses including, but not limited to, attorney's fees arising out of or resulting from the performance of the contract.
16. **Warranty:** The offeror warrants that all goods and services furnished under a contract resulting from this RFP shall be in conformance with the RFP documents, and that the goods are of merchantable quality as described in the Uniform Commercial Code, Section 2-314, and fit for the purpose for which they are sold. This warranty is in addition to any manufacturer's standard warranty which may apply or any warranty provided by law, and is in addition to all other express warranties made by the offeror.
17. **Applicable Law:** Any contract resulting from the RFP shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
18. **Right to Inspect:** Genesee County may, at reasonable times, inspect the plant, place of business, or work site of a contractor or subcontractor which is pertinent to the performance of a contract or potential contract.
19. **Right to Audit:** Genesee County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its proposal, to the extent that such books and records are pertinent to such cost or pricing data for a period of three years from the date of final payment under the contract. Genesee County shall be entitled to audit the books and records of a contractor or subcontractor other than a firm fixed-price contract to the extent that such books and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by

the contractor for a period of three years from the date of final payment under a prime contract and by the subcontractor for a period of three years from the date of final payment under a subcontract.

20. **Safety** Genesee County, as the owner of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by your employees and that the goods meet the applicable safety regulation. All Center of Disease Control guidelines (CDC) incorporated by reference within the MIOSHA regulations must be followed.

The following County buildings were all built prior to 1981. In accordance with OSHA regulations, you must consider that “presumed asbestos containing materials” (“PACM”) exist in these buildings.

Animal Shelter	Galliver Building
County Administration Building	Mt. Morris 67th District Court Building
County Courthouse	

Based on the above, Contractors are notified that their workers must be properly trained and accredited in accordance with OSHA regulation 29CFR 1910.

SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this RFP, Genesee County (“the County”) is soliciting proposals from qualified firms who can provide Body Removal Services to the Genesee County Medical Examiner’s Office.
2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Genesee County Medical Examiner. The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3380 and ccarnes@co.genesee.mi.us. Email is the preferred method of contact.
3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than **Wednesday, April 29, 2015 by 12:00 p.m. (EDT)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website

(<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.

5. **Proposal Considerations:** All costs incurred in the preparation of a response to this RFP or any costs prior to approval of the contract by Genesee County and formal notification to the selected proposer will be the responsibility of the respondent, and will not be reimbursed by Genesee County. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP.
6. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 7. **FORMAT OF PROPOSALS/PROPOSAL CONTENT.** In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
7. **Proposal Modifications:** Clarifications, modifications, or amendments to any Proposal that has been submitted, but prior to the Proposal Opening Date, may be made only within the discretion and written approval of the Purchasing Manager.
8. **Withdrawal of Proposal:** Proposals may only be withdrawn by a proposer with written notice prior to the date and time set for the opening of proposals.
9. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
10. **Right To Reject:** Genesee County reserves the right to reject any and all proposals received in response to this RFP.
11. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Wednesday, April 29, 2015 by 12:00 p.m. (EDT), to the Genesee County Purchasing Department as listed above.
12. **Errors, Omissions, And Discrepancies:** If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Genesee County Purchasing Manager of such error in writing and request modification or clarification of the document prior to the deadline for submitting questions. Genesee County will make modifications by issuing a written addendum. The proposer is responsible for clarifying any ambiguity,

conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting a proposal or it shall be waived.

13. **Best and Final Offers:** Discussions may be undertaken with those proposers whose proposal, based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, proposers may be allowed the opportunity to submit revisions to their proposals for the purpose of obtaining best and final offers.

During the aforementioned procedures, neither the names of any of the proposers nor the contents of any proposal will be disclosed until the completion of negotiations and revision of proposals (Best and Final Offers).

The contract that may be entered into will be awarded based on the proposal response and, where applicable, the Best and Final Offer that is the most advantageous to Genesee County, per the evaluation criteria included in this RFP.

14. **Prime Contractor Responsibilities:** The successful offeror(s) shall be required to assume responsibility for all services offered in the proposal regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
15. **Non-Assignability:** The contract may not be assigned, transferred, or conveyed by the Contractor without the expressed written consent of Genesee County.
16. **Independent Contractor:** It is understood and agreed to, by and between the Contractor and Genesee County, that any and all acts that the Contractor or its personnel, employees, and servants perform pursuant to the terms of the Contract shall be undertaken as independent contractors and not as employees of Genesee County by or with a contract or agreement, nor impose any liability upon Genesee County. All acts and contracts of the Contractor shall be in its own name and not in the name of Genesee County.
17. **Subcontracts:** The Contractor shall not enter into subcontracts to this Agreement with additional parties without obtaining prior written approval of Genesee County. A condition of granting such approval is that such subcontractors shall be subject to all conditions and provisions of this contract. The Contractor shall be responsible for the performance of all subcontractors.
18. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.

19. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.
20. **Termination for Misrepresentation:** If the successful proposer receives a contract and is subsequently found to have misrepresented any information in its proposal and/or Best and Final Offer submission, the contract may be terminated at the discretion of Genesee County.
21. **Acceptable Deviations:** The decision of Genesee County shall be final as to what constitutes acceptable deviations from specifications or requirements.
22. **News Release:** News releases pertaining to this RFP or the services to which it relates will not be made without prior written Genesee County approval, and then only in accordance with the instructions from the contract administrator. No information regarding the procurement and services shall be released without prior approval of the contract administrator.

SECTION 4 - MINIMUM QUALIFICATIONS OF PROPOSERS

1. Proposers must have significant experience in the body removal, mortuary or health care industry. The experience shall consist of having operated or worked for an operation that provides body removal, patient transport, mortuary, or health care services.
2. All proposers shall demonstrate that the firm or the firm's principals/owners possess the proper licenses and qualifications to operate a body removal services operation.
3. Proposers shall not have a record of having operated a related business operation that was closed and/or cited for violations of any significant Federal, State and Local regulations.
4. All proposers must have, and be able to demonstrate, the financial wherewithal and resources to operate a viable and successful body removal services operation.

SECTION 5 - INTRODUCTION & BACKGROUND INFORMATION

Genesee County seeks the services of a qualified firm to remove and transport deceased individuals that are Genesee County Medical Examiner cases to the Hurley Medical Center morgue or other location as directed by the Medical Examiner Scene Investigator. Genesee County has ordered/performed an average of 400 autopsies per year over the last few years. The number of autopsies performed is highly variable and not guaranteed.

The County will compensate the successful offeror only for Genesee County Medical Examiner cases involving body removal services from the scene to the Hurley Medical Center morgue, or other location as directed by the Medical Examiner Scene Investigator. The cost for providing these services shall be invoiced to the County as a fee/body/total loaded mile.

Genesee County anticipates that some Genesee County Medical Examiner cases will involve the body transport of deceased individuals within Hurley Medical Center to the Hurley Medical Center morgue. In addition, it's expected that Genesee County Medical Examiner cases will involve body transport from other Genesee County hospitals to the Hurley morgue.

The successful offeror is expected to bill the estate of the deceased for non Genesee County Medical Examiner cases involving transport of the deceased from death scene to a funeral home, holding facility or Hurley Medical Center morgue.

SECTION 6 - SCOPE OF SERVICES

As part of its function to remove and transport deceased persons, the successful offeror will provide the following services:

1. Within 10 minutes, answer a call from a Medical Examiner Scene Investigator or another representative of the Genesee County Medical Examiner's Office, 7 days a week, 24 hours a day.
2. Provide one or more conveyance vehicles capable of transporting the deceased to the Hurley Medical Center morgue or other location as directed by the Medical Examiner Scene Investigator.
3. Equip body removal conveyance vehicles with body removal transport bags, identification tags for remains, gurneys, healthcare supplies needed to meet universal precaution standards, and safety supplies needed to meet hazardous materials/condition events.
4. Provide continuing education, at least annually, to staff of the body removal service on such topics as universal precaution standards, hazardous materials/conditions and such other topics as instructed by the Medical Examiner Office and as deemed necessary by the body removal service to assure safe and high quality services.
5. Preserve death scenes during the body removal process; i.e. not disturbing the placement or location of anything on-scene other than the body.
6. Cooperate with and take direction from, on-scene and elsewhere, the Medical Examiner, Deputy Medical Examiners, Medical Examiner Scene Investigators, law enforcement personnel and public safety officials in processing a body (e.g.

wrapping a body, labeling, numbering and sealing a tag on the body removal bag).

7. Maintain complete records describing the handling, storage, shipment, or disposition of body and personal effects, including who on the body removal staff handled them at any point, and when they were handled including time and date.
8. Convey a body to morgue, or other location as directed by the Medical Examiner Scene Investigator.
9. Complete any reporting form provided by the Medical Examiner's Office and as determined necessary by the Office to document required activities and observations.
10. Submit invoices monthly to the County on the first of each month. Such invoices will include the name of the deceased, the place of recovery, the date of recovery and such other reports and documentation as noted above and as otherwise required by the Medical Examiner's Office.
11. Comply with requests for legal testimony, court appearance or such other representation as requested by the Medical Examiner's Office.
12. Provide a dispatch service that can receive calls, reporting deaths, which fall under the medical examiners jurisdiction, maintain a record of all calls received. The dispatch service must have a demonstrated track record of handling emergency calls from law enforcement, medical care institutions, and the community.

SECTION 7 - FORMAT OF PROPOSALS/PROPOSAL CONTENT

All proposals received must consist of the items referenced below and in the required format stated in this section, for a proposal to be deemed responsive.

Organizational Information

1. Business Organization: State the full name and address of your organization's corporate headquarters and, if applicable, the branch office or other subordinate element/subcontractors that will perform or assist in performing the work. In addition, provide the company's history as a firm identifying core competencies and experience in providing law enforcement, investigative, or healthcare services.
2. Company/Owner's Experience & History – Submit with the proposal response, information regarding the offeror's experience, background and business enterprise(s) associated with operating a successful body removal services operation or successful experience working in the field of patient care and mortuary services. Provide the number of years in business, type of establishment or work history (experience), name of operation/business and professional recommendations that can attest to the success of the business venture or work history. This

information shall include a State of Michigan Business License (if applicable), and a list of all relevant certifications.

3. Work Plan: Describe in narrative form your plan for performing the work.
 - a. Include your firm's proposed approach to completing the scope of services as outlined above. Describe how the proposed scope of work will be included into the current operation.
 - b. Provide details about your firm's dispatch operation and how dispatch will support the functions of the Medical Examiner.
 - c. Provide information on how the firm would scale the operation as the Medical Examiner provides services to other counties
 - d. Address the ability to transport bodies out of county in terms of staffing, transport vehicles, and price structure.
4. Key Staff & Personnel: The firm must have staff, which has experience providing body removal services. Identify key individuals by name and title. Provide resumes/CV, all license(s) and/or certifications of staff who will be assigned to this contract.
 - a. Define performance expectations of the staff and professional presentation at the scenes. This staff not only represents your firm but the County as well.
 - b. Include with the proposal a list of all personnel involved in the provision of body removal services and their qualifications. This information shall include a valid State of Michigan Driver's License and the driving records for all personnel who will be driving transport vehicles. The Contractor shall be required to comply with Commercial Driver's License regulations, if applicable.
5. Instances of Contract Termination and/or Litigation: Provide information on any contract with your firm that was terminated prior to completion in the last five (5) years. Include details of such circumstances. The proposer must provide a description of all litigation that is pending as a defendant, and all litigation in which a judgment was made against the proposer during the previous three (3) years.
6. Demonstration of Financial Stability: Submit with the proposal your organization's most recent financial audit, annual compiled financial statements, annual consolidated financial statements, or a copy of the proposer's most recent federal income tax return. The County is seeking this information to ensure that proposers have the financial stability and wherewithal to assure good faith performance.
7. Statement of Exceptions: Furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in this RFP and the Standard Proposed Contract. The failure to furnish this statement constitutes agreement by the proposer to meet all requirements set forth in this solicitation.
8. References: Provide a minimum of five (5) client references that can attest to the quality of similar services provided by your firm with a focus on law enforcement, investigative or healthcare services. List specific contracts/business relationships,

which you regard as evidence of your ability to successfully perform the services required in this solicitation. For each contract, indicate the exact capacity in which your firm served and the duration of service. Please include for each contract cited as a reference a contact person with telephone number. In addition, for each contract/reference provide total contract value and the annual revenues earned by your firm for the services provided.

9. Genesee County Forms:

- Executed Genesee County Insurance Checklist - To be properly executed, the document should be signed by an authorized representative of the proposer and a representative of the proposer's insurance carrier.
- Signed Signature Page - Provide all of the required information. Additionally, at least one of the proposals submitted is to include an **original signature** of an official authorized to bind the proposer to the proposal/offer.

10. Additional Information:

- Please indicate the level of support and information needed from the Genesee County Medical Examiner's Office.
- Identify challenges associated with providing the services and describe the processes and analysis you will utilize to address them.
- Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

Cost Proposal

1. Cost/Fee Proposal – Provide a fee based cost proposal for providing the services outlined in this solicitation. Detailed cost information should be provided indicating proposed fee/body/total loaded miles, list supplies and services included in the proposed fee.
2. Proposed fees for special circumstances - Prospective offerors shall provide fees for services consisting of special circumstances not referenced in the scope of work or would not be included in the proposed fee/body/total number of loaded miles. This information shall be provided on company letterhead as an attachment.

SECTION 8 - EVALUATION CRITERIA & SELECTION PROCEDURE

It is the intent of Genesee County to conduct a fair and comprehensive evaluation of all proposals received. The RFP/Contract will be awarded to the offeror who submitted a proposal that is most advantageous to Genesee County. All proposals will be evaluated based on the following criteria listed in order of importance.

1. Professional staff's experience and qualifications (20 points)
2. Organizational references for related body/patient transport and delivery (20 points)
3. Cost – proposed fee/body/total loaded miles (20 points)

4. Proximity of proposer to Genesee County (15 points)
5. Additional fees for special circumstances (15 points)
6. The financial stability of the proposer (5 points)
7. Responsiveness of proposal (5 points)

Proposals will be reviewed and evaluated subject to the above referenced criteria. The scores will be submitted to the Purchasing Manager and an average of the members scores will be used to calculate the points for each criterion.

Evaluators may request interviews with short listed firms and may solicit Best and Final Offers (BAFOs).

Points may be recalculated based on possible interviews and/or BAFO scoring (if applicable), from short listed firms with the highest initial scores. Evaluators will recommend contract award to a particular firm to the Genesee County Board of Commissioners. This recommendation will be based on the proposer with the top scoring proposal/offer. The Genesee County Board of Commissioners will make the final decision as to contract award.

Local Preference for Genesee County Businesses: In the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Genesee County Businesses shall be afforded five (5) percent of the total evaluation points up to a maximum of five (5) points

GENESEE COUNTY INSURANCE CHECKLIST

Proposal Title BODY REMOVAL SERVICES FOR THE GENESEE COUNTY
MEDICAL EXAMINER'S OFFICE

Proposal Number 15-056

Coverages Required

Limits (Figures denote minimums)

<u>X</u> 1. Workers' Compensation	Statutory limits of Michigan
<u>X</u> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease
<u>X</u> 3. General Liability	Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate
<u>X</u> 4. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 Aggregate [If applicable]
<u>X</u> 5. Automobile liability	\$1,000,000 combined single limit each accident- Owned, hired, nonowned
<u>X</u> 6. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<u>X</u> 7. The certificate must state Proposer number and title	
<u>X</u> 8. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement must be included with the certificate. Evidence of Addition Insured under Blanket coverage within the policy language is also acceptable. However, a copy of the language applicable to this must be provided.	

FAX THIS PAGE TO YOUR INSURANCE AGENT/BROKER

Insurance Agent's Statement

I have reviewed the requirements with Prospective Contractor named below. In addition:

_____ The above policies carry the following deductibles:

Liability policies are **occurrence** _____ **claims made** _____

Insurance Agent

Signature

PLEASE NOTE #8 ABOVE. ADDING ADDITIONAL INSURED [AI] TO THE DESCRIPTION IS NOT ACCEPTABLE. AN ENDORSEMENT OR COPY OF AI LANGUAGE IS REQUIRED

Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Proposer

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the Contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Prospective Contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 04/08/2010

ATTACHMENT 1 - PROFESSIONAL SERVICES CONTRACT

This Agreement for Professional Services (the "Agreement") is made this ___ day of _____, 2015, by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and Contractor Name, a State Entity, whose principal place of business is located at Contractor Address (the "Contractor") (the County and the Contractor together, the "Parties").

1. Agreement and Authority

This Agreement is entered into pursuant to RFP/IFB # _____ issued by the Genesee County Purchasing Department, and execution of this Agreement is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

2. Term

2.1 Initial Term

The initial term of this Agreement shall begin on July 1, 2015, and shall expire on June 30, 2016.

2.2 Extension Terms

The Board has the option to extend this Agreement for up to four (4) one year terms (the "Extension Terms").

3. Purpose

This contract is entered into for the services of a qualified firm to remove and transport deceased individuals that are Genesee County Medical Examiner cases to the Hurley Medical Center morgue or other location as directed by the Medical Examiner Scene Investigator.

4. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

5. Compensation

The Contractor shall be paid according to the rates identified on Exhibit B. The total amount paid to the Contractor shall not exceed \$ _____. The Contractor must provide to the County invoices in a form acceptable to the County, along with any necessary supporting documentation. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

6. Taxes. The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

7. Contract Administrator

The contract administrator for this Agreement is Dr. Hunter (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Agreement. The Contractor agrees to provide a copy of all notices related to this Agreement to the Contract Administrator.

8. Reporting Requirements

During the term of this Agreement, the Contractor must provide to the Contract Administrator the reports identified and described on Exhibit C.

9. Inspection and Acceptance

All goods provided with the Services are received subject to inspection and testing. If goods are defective or fail to meet the specifications, the County shall have the right to reject the goods or to require the Contractor to correct the defects. The Contractor shall correct the defects at no cost to the County or pay the County for expenses incurred by the County in correcting the defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the Contractor. After the forty-five day period, the County will dispose of the goods and the County shall have no further liability to the Contractor. The Contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

10. Warranties

The Contractor warrants that:

10.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.

10.2 For a period of one (1) year following completion of the Services, the Services and any goods provided with the Services shall conform to the representations made by the Contractor.

10.3 The Contractor will comply with all federal, state, and local laws in the performance of the Services.

10.4 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Agreement.

10.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Agreement.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

11. Suspension of Work

11.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

11.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

12. Termination

12.1 Termination for Cause

If the Contractor is in breach of any provision of this Agreement, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Agreement. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition for any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

12.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Agreement constitutes a threat to public health, safety, or welfare, the County may terminate this Agreement immediately upon notice to the Contractor.

In addition for any other remedies provided by law or this Agreement, the Contractor shall be responsible for all costs incurred by the County as a

result of the Contractor's breach and termination, including any costs to obtain substitute performance.

12.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Agreement upon thirty (30) days' written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

12.4 Termination for Lack of Funding

If this Agreement is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Agreement by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

13. Equipment Purchased with County Funds

13.1 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Agreement must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

13.2 Conveyance to the County

Upon the County's request at the termination of this Agreement for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Agreement.

14. Nondiscrimination

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out

duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

15. Freedom of Information Act

This Agreement and all attachments, as well as all other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the “Freedom of Information Act”.

16. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall become the property of the County upon termination of this Agreement. Upon the County’s request, the Contractor agrees to convey all rights to and ownership of any intellectual property to the County.

17. Audit Rights

17.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Agreement, or any payment or dispute related to this Agreement, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

17.2 Inspection

The Contractor agrees that the County may inspect the Contractor’s plant, place of business, or worksite to ensure compliance with the terms of this Agreement. If this Agreement is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor’s plant, place of business, or worksite to ensure compliance with the terms of this Agreement and the terms of the applicable grant.

17.3 Audit

The Contractor agrees that the County may examine the Contractor’s records to ensure compliance with the terms of this Agreement. If this Agreement is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor’s records to ensure compliance with the terms of this Agreement and the terms of the applicable grant.

17.4 Records Retention

The Contractor agrees to maintain any business records related to this Agreement or the Contractor's performance under this Agreement for a period of at least three (3) years after final payment.

18. Identity Theft Prevention

18.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

18.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

19. Insurance Requirements and Indemnification

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Genesee County Insurance Checklist attached as Exhibit C and keep such insurance coverage in force throughout the life of this Agreement.

19.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifically the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

19.2 Indemnification

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

20. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

21. General Provisions

21.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

21.1.1. The Contract – This Professional Services Contract

21.1.2. Exhibit A – Services

21.1.3. Exhibit B – Fee Schedule

21.1.4. Exhibit C – Required Reports

21.1.5. Exhibit D – Insurance Checklist

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

21.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

21.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

21.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

21.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

21.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

21.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

21.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

21.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized agents.

CONTRACTOR NAME

GENESEE COUNTY BOARD OF COMMISSIONERS

By: _____
Name of Contractor Signatory
Title of Contractor Signatory

By: _____
Jamie W. Curtis
Chairperson

Date: _____

Date: _____

Approved as to Form and Legality

By: _____
Genesee County Corporation Counsel

Date: _____

EXHIBIT A
Description of the Services

As part of its function to remove and transport deceased persons, the successful offeror will provide the following services:

1. Within 10 minutes, answer a call from a Medical Examiner Scene Investigator or another representative of the Genesee County Medical Examiner's Office, 7 days a week, 24 hours a day.
2. Provide one or more conveyance vehicles capable of transporting the deceased to the Hurley Medical Center morgue or other location as directed by the Medical Examiner Scene Investigator.
3. Equip body removal conveyance vehicles with body removal transport bags, identification tags for remains, gurneys, healthcare supplies needed to meet universal precaution standards, and safety supplies needed to meet hazardous materials/condition events.
4. Provide continuing education, at least annually, to staff of the body removal service on such topics as universal precaution standards, hazardous materials/conditions and such other topics as instructed by the Medical Examiner Office and as deemed necessary by the body removal service to assure safe and high quality services.
5. Preserve death scenes during the body removal process; i.e. not disturbing the placement or location of anything on-scene other than the body.
6. Cooperate with and take direction from, on-scene and elsewhere, the Medical Examiner, Deputy Medical Examiners, Medical Examiner Scene Investigators, law enforcement personnel and public safety officials in processing a body (e.g. wrapping a body, labeling, numbering and sealing a tag on the body removal bag).
7. Maintain complete records describing the handling, storage, shipment, or disposition of body and personal effects, including who on the body removal staff handled them at any point, and when they were handled including time and date.
8. Convey a body to morgue, or other location as directed by the Medical Examiner Scene Investigator.
9. Complete any reporting form provided by the Medical Examiner's Office and as determined necessary by the Office to document required activities and observations.
10. Submit invoices monthly to the County on the first of each month. Such invoices will include the name of the deceased, the place of recovery, the date of recovery

and such other reports and documentation as noted above and as otherwise required by the Medical Examiner's Office.

11. Comply with requests for legal testimony, court appearance or such other representation as requested by the Medical Examiner's Office.
12. Provide a dispatch service that can receive calls, reporting deaths, which fall under the medical examiners jurisdiction, maintain a record of all calls received. The dispatch service must have a demonstrated track record of handling emergency calls from law enforcement, medical care institutions, and the community.

EXHIBIT B
Fee Schedule

EXHIBIT C
Reports Required from the Contractor

Description of Report

Frequency

