



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** November 20, 2012

**AGENDA ITEM NO.** 6.

**Consent Agenda** ☒

**Regular Agenda** ☐

**Public Hearing** ☐

**County Administrator's Signature:** 

**Subject:**

Award of Bid: Burial and Cremation Services  
Contract: 112-0396-B(AM)

**Department:**

Health and Human Services / Purchasing

**Staff Member Responsible:**

Gwendolyn Warren / Joe Lauro

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) AWARD THE BID FOR BURIAL AND CREMATION SERVICES WITH ANDERSON MCQUEEN CO., D/B/A ALIFE TRIBUTE FUNERAL CARE, ST. PETERSBURG, FLORIDA ON THE BASIS OF BEING THE ONLY RESPONSIVE, RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. THE BID IS ON FILE IN THE PURCHASING DEPARTMENT.

**Summary Explanation/Background:**

The purpose of this invitation to bid is to obtain the services of an experienced and qualified firm to provide program management and disposition services of unclaimed bodies. The County has the legal authority under Florida Statute to dispose of unclaimed bodies in geographical Pinellas County, and the Board has adopted criteria to determine eligibility for disposition services at public expense. The Health and Human Services Department (HHS) has determined that the bid received from Anderson McQueen meets requirements, compliance and service delivery expectations, in both a cost efficient and dignified manner.

HHS in conjunction with the office of the Medical Examiner provided the Purchasing Department with a comprehensive list of local funeral providers who were contacted as part of the bidding process. In addition, this bid was advertised locally and nationally through the DemandStar portal. Anderson McQueen, who is the present provider, was the sole bidder to respond to this competitive process.

This contract has a twenty-four (24) month term and has provision for one twenty-four month term extension. The term extension will provide for price adjustments (decrease/increase) in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Not Seasonally Adjusted, U.S. City Average, for the twelve months prior to extension. The extension shall be exercised only if all terms and conditions remain the same and the County Administrator grants approval.

**Fiscal Impact/Cost/Revenue Summary:**

Estimated twenty four (24) month expenditure not to exceed: \$ 815,033.00  
Funding will be derived from the HHS operating budget.

**Exhibits/Attachments:**

1. Contract Review



**PURCHASING DEPARTMENT  
CONTRACT REVIEW TRANSMITTAL**

CATS  
NO.: 40106

**PROJECT: Burial and Cremation Services**

**BID NUMBER: 112-0396-B(LN)**

**REQ. NUMBER:**

**TYPE:** ☐ Purchase Contract ☒ Other: ☐ Construction-Less than \$100,000 ☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

**RISK MANAGEMENT:** Please enter required liability coverage on pages: 15-17 **PRODUCT ONLY** ☐  
This is an annual contract. Estimated Expenditure: \$340,000.00

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	<u>Purchasing Dept.</u> J. Lauro, Director C. Mancuso, Ass't Director	6/27/12			
2.	<u>Health and Human Services</u> G. Warren, Director <del>G. Smith, Ass't Director</del> N. Jackson	6/29/12 7/5/12 7/27/12	 	SIGNIFICANT CHANGES HAVE BEEN MADE TO THIS RFP. THESE CHANGES WILL NEED TO BE MADE BEFORE SENDING FURTHER THROUGH CONTRACT REVIEW. SEE ATTACHED INPUT FROM THE M&A OFFICE.	REVISED SCOPE OF WORK SUBMITTED 8/13/12

Using Dept please provide below information:

☐ Yes, funding for this requisition is using grant Funding. ☐ No, funding for this requisition is not using grant Funding.

If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

**Please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Fax)**

3.	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)	7/11/12		see insurance limits pls see changes p16-17	<input checked="" type="checkbox"/> HIGH RISK <input type="checkbox"/> NOT HIGH RISK
4.	<u>BCC Finance</u> Attn: Cassandra Williams	7/18/12			
5.	<u>Asst. County Administrator</u> C. Harness	7/19/12			
6.	<u>Asst. County Administrator</u> Attn: M. Woodard	7/24/12			
7.	<u>Legal</u> Attn: Michelle Wallace	7/26/12 7/27/12	 MW	- OK w/ HHS changes	

**RETURN ALL DOCUMENTS TO PURCHASING**

Make all inquiries to: Lucy Nowacki at Extension 43766

In order to meet the following schedule, please return your requirements to Purchasing by:

Revised 08/2010

**TENTATIVE DATES**

Bid Mail Out:

Bid Opening:

Purchasing Director Approval: