

MOBILE COUNTY COMMISSION

205 Government Street 8TH Fl South
Mobile, Alabama 36644

BID INVITATION

NO. 40-18

May 25, 2018

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

MOBILE COUNTY INDIGENT BURIAL SERVICES AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FORM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2021.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 251-574-8613, 205 Government St. 8th fl S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$15,000: provided, that bonding is available for services, equipment or materials. Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. JUNE 20, 2018

ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum
of \$SEE ATTACHED LIST.
Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____

IMPORTANT

THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED
WITH YOUR BID

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in the State of Alabama

Or

_____ (company name) is enrolled in E-Verify and a copy of the electronically signed signature page of the company's Memorandum of Understanding is attached.

Date Signature Title

E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
Connie Hudson Name (Please Type or Print)	Title
Electronically Signed Signature	12/21/2011 Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)	
Electronically Signed Signature	12/21/2011 Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	6th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	835001644

MOBILE COUNTY INDIGENT BURIAL
PRICE SHEET
BID 40-18

BURIAL (PER BODY)	\$
CREMATION (PER BODY)	\$

COMPANY NAME: _____

*This page must be completed and included with your bid
BID 40-18*

**MOBILE COUNTY INDIGENT BURIALS
REQUEST FOR BIDS
For
PROFESSIONAL SERVICES CONTRACT(S)**

COMPANY _____

**COMPANY
REPRESENTATIVE** _____
(Print)

**COMPANY
REPRESENTATIVE** _____
(Signature)

MAILING ADDRESS _____

PHONE NUMBER _____ **FAX NUMBER** _____

FEDERAL TAX ID NUMBER _____

PLEASE INCLUDE A CURRENT W9

**MOBILE COUNTY INDIGENT BURIALS
REQUEST FOR BIDS
For
PROFESSIONAL SERVICES CONTRACT(S)**

I. PURPOSE

The Mobile County Commission (the County) is seeking proposals from licensed funeral directors and/or funeral establishments to enter a professional services contract or contracts with the County for the purpose of providing burial services and/or direct cremation of indigent persons. The County encourages all qualified applicants, including minority-owned and small business enterprises, to respond to this Request for Bids (RFB).

Those responding to this RFB may propose to provide burial services only; cremation services only; or burial and cremation services. The County reserves the right, in its sole discretion, to enter into a contract for the provision of burial services only; a contract for the provision of cremation services only; a contract for the provision of burial and cremation services; or to reject all proposals and enter no contract.

II. BACKGROUND

§38-8-2, Code of Alabama provides as follows:

Upon the decease of any person having no estate and leaving no relatives in the county with the ability or estate adequate to defray his necessary burial expenses, such necessary burial expenses are a charge upon the county in which such death shall take place, and the county commission, upon the presentation of the account of such burial expenses shall make payment therefor.

When the County determines after an investigation that a decedent has no immediate relatives in the county able to provide for burial or cremation, the County makes provision for the same; provided only necessary expenses are paid. Necessary expenses do not include flowers, funeral services, visitation, officiant fees or the like. Annually, the County provides burial or cremation services for an average of 75 persons; however, the County does not guarantee a minimum number of burials or cremations per year.

III. PROPOSER'S RESPONSIBILITY

The Proposer must affirmatively demonstrate its responsibility. The Proposer must also meet the following minimum requirements:

- A. Have adequate financial resources or the ability to obtain such resources as are necessary to provide the burial and/or cremation services needed by the County;
- B. Have the ability to comply with all federal, state, and local laws, rules, regulations, ordinances, and orders in the provisions of the services needed by the County;
- C. Have a satisfactory record of performance;
- D. Have a satisfactory record of integrity and ethics;
- E. Be otherwise qualified and eligible to enter a contract.

IV. CRITERIA

Please provide the following:

- A. A description of the company to include the name and type of business entity, the name(s) of owners or principals in the business, and the number of years in existence. The description should also demonstrate the Proposer's ability to meet the responsibilities set out in the precoding section. Proposers may include other information descriptive of the company such as its history, pamphlets and flyers currently in use, awards or recognition received, etc.

B. Price and description of services for **burial**

Essential requirements are:

- Transportation of body
- Burial plot
- Minimal casket
- Opening and closing of grave
- Filing of legal paperwork, such as death certificate

C. Price and description of services for **cremation**

Essential requirements are:

- Transportation of body
- Cremation
- Minimal container for ashes
- Filing of legal paperwork, such as death certificate

- D. A description of the proposer's ability to screen or search for life insurance or prepaid burial plans

E. A description of facilities and location of burial plots (if any)

F. The following documents:

- Proof of valid current funeral director's license issued by the Alabama Board of Funeral Service (ABFS)
- Proof of valid current embalmer's license issued by the ABFS (if burial services are proposed to be provided)
- Proof of valid current funeral establishment's license issued by the ABFS (if cremation services are proposed to be provided)
- Proof of enrollment in E-Verify as required by Alabama law
- Proof of current local business license

V. RESULTING CONTRACT

A contract or contracts resulting from this RFB will include (but may not be limited to) the following provisions:

- A. The contract will be for a term of three (3) years.
- B. Burial and cremation services will be provided only upon the written direction of the County. The County will not pay for services requested by or performed at the direction of any other person or entity.
- C. The contract will require proof of insurance meeting the requirements set forth in Attachment A. The Proposer must provide the County an acceptable certificate of insurance, naming the Mobile County Commission an additional insured and providing for thirty (30) days' notice to the County prior to cancellation prior to the commencement of work.
- D. The contract will require that the successful proposer indemnify, defend, and hold harmless the County against all claims, demands, suits or actions of any kind, arising or alleged to have arisen out of the proposer's acts or omissions in relation to the services rendered pursuant to the contract.
- E. The contract will provide that the successful proposer will be an independent contractor. Neither the proposer nor its personnel will be salaried employees of the County and will not be entitled to benefits provided by the County to its employees.
- F. Monthly invoices are required and will be paid within thirty (30) days after receipt. No interest will accrue on unpaid balances.
- G. The successful proposer will not accept funds from family, friends, or other persons in relation to the burial or cremation of an indigent person for any purpose including, but not limited to flowers, funeral services, visitation, officiant fees or the like. Should it subsequently be found that funds were accepted in

violation of this provision of the contract, an equal amount will be deducted and withheld from the next monthly invoice payable by the County. –Further, the contract will be subject to immediate termination, at the option of the County, upon a violation of this provision.

VI. REJECTION OF BIDS

Mobile County Commission reserves the right to accept or reject any and all bids in whole or in part, and to waive all informalities.

VII. SUBMISSION OF BIDS

The following page must be completed and included with your proposal.

All bids must be in writing, and delivered by hand or mail to:

Mobile County Commission
205 Government Street
South Tower, 8th Floor
Mobile, AL 36644

Bids must be received by 10:00 a.m. on June 20, 2018. One (1) original and two (2) copies of the bid must be submitted in a sealed envelope marked “Indigent Burial”. Bids must be signed by a person authorized to bind the proposer. Only bids received by the aforementioned time and date will be considered. The County is not responsible for bids lost in the mail, not delivered, or otherwise not received by the above time and date, regardless of cause.

Prices must remain effective for a period of sixty (60) days from the date set out above.

Bids are submitted at the sole expense of the proposer. The County will not reimburse proposers for the cost of preparation or delivery of their bid.

Questions concerning this RFB must be submitted prior to the deadline for receipt of bids or will be forever waived. Submit questions in writing to:

Edith Gray
Mobile County Commission
P.O. Box 1443
Mobile, AL 36633