

MOBILE COUNTY COMMISSION

205 Government Street, 8TH FL, South
Mobile, Alabama 36644

BID INVITATION

NO. 124-25

OCTOBER 10, 2025

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:

ANNUAL DECEASED BODY TRANSPORT FOR MOBILE COUNTY COMMISSION AS PER ATTACHED SPECIFICATIONS:

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Chief Procurement Officer, at 251-574-8613 or susan.holland@mobilecountyal.gov prior to the bid opening, or will be forever waived.

All bidders shall furnish a five (5%) bid bond on any contract exceeding \$30,000: provided that bonding is available for services, equipment, or materials. Bid bond will be accepted in the form of a certified check, cashier's check, postal money order, or other acceptable form of payment.

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 furnish 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 E-Verify enrollment 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.

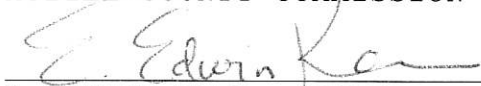
THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

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. NOVEMBER 5, _____ 2025.

ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANY'S NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET, ON THE EIGHTH FLOOR, SOUTH TOWER 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



E. EDWIN KERR, 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 order.

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

SA-SAMPLE

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	12/21/2011
Signature	Date

Department of Homeland Security - Verification Division

USCIS Verification Division

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

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	636001644

MOBILE COUNTY COMMISSION

BID FORM

Date: _____

BID #124-25

ANNUAL DECEASED BODY TRANSPORT FOR MOBILE COUNTY COMMISSION:

Company: _____

Company Representative: _____
(Print)

Company Representative: _____
(Signature)

Address: _____

Phone number () _____

Fax number () _____

Federal ID Number _____

Email Address _____

Company Web Address _____

PLEASE INCLUDE A CURRENT W9

BID PRICE

PER BODY _____

SPECIFICATION FOR DECEASED BODY TRANSPORT

Mobile County Commission requests sealed bids for Deceased Body Transport in accordance with the following specifications. The term of this specification and the subsequent contract shall remain in effect for three years from the date of the awarded contract.

SPECIFICATIONS

The requirements of the successful bidder (also referred to as Contractor) include, but are not limited to, the following:

- Services shall be available and provided as necessary 365 days per year, 24 hours per day to all calls from Mobile County Sheriff's Office E-911 dispatch, or their duly authorized designees, for the pickup and transport of deceased bodies within areas in Mobile County or from designated hospitals as requested by the Alabama Department of Forensic Sciences.
- The Contractor shall only begin performance of removal services upon receipt of verbal notification to proceed, as given by the investigator in charge of the investigation scene.
- The Contractor shall provide both light and heavy-duty body bags.
- Each body handled shall be placed in a separate, sealed body bag and tagged.
- Each removal team shall be comprised of two (2) persons. Both persons shall be physically capable of removing bodies and trained in proper lifting techniques.
- The transport vehicle must be a suitable closed vehicle, preferably unmarked, such as a van, station wagon, hearse, or ambulance. Additionally, all Contractor's personnel shall be required to arrive at the investigation scenes in company-owned vehicles. Before final acceptance of this contract, the Contractor shall make its vehicles available for inspection for the purposes of this contract. A representative of the Mobile County Commission may inspect the vehicle at any time, without prior notice, to ensure it is properly functioning.
- The Contractor shall ensure that each transport team performing services is equipped with wireless two-way communication devices (i.e., cellular phone, Nextel radios, etc.) in order to guarantee direct communications with the Mobile County sheriff's office E-911 dispatcher, or its authorized designees.
- The Contractor's employees must be sensitive to the nature of the service performed and must be clothed appropriately in business or business-casual attire, such as a collared shirt, tie, and trousers, or khaki trousers, etc., and should not wear jewelry or other excessive body adornments.
- The Contractor shall maintain appropriate records and data regarding the transport of deceased bodies pursuant to this agreement, including but not limited to, the time the request was received, from whom the call was received, the time of vehicle dispatch, the location of the deceased body, the name of the deceased, the time of the unit's arrival to the scene or hospital, and the agency making the request.

- The Contractor shall comply with all applicable federal, state, and local laws.
- The Contractor shall submit an invoice to the Mobile County Commission at the beginning of each month for services provided the preceding month. The invoice shall include, but is not limited to, date of service, time the service was requested, from what agency through the Mobile County Sheriff's Office dispatch (through E-911) operator directed you to pick up the body, number of bodies transported, name of deceased, and location of the deceased's body transported. Invoices are to be sent to:

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

In the event the successful bidder fails to fulfill the contract in its entirety, Mobile County Commission reserves the right to cancel the contract by providing the company with 30 days' written notice of its intent to terminate.

The employees of the Contractor shall wear picture identification at all times while engaged in activities pursuant to this contract. The identification shall be clearly visible.

The Contractor shall provide the Mobile County Commission with a certificate of insurance in accordance with the attached requirements. This certificate shall be provided within ten (10) days after the execution of this contract.

For planning purposes only, the average monthly number of bodies transported from the scene to the ADFS morgue is 28, and from hospitals is 5.

Bid responses should include the total price to transport the body to the specified location, including the body bag/pouch.

Any exceptions to this bid shall be forwarded with the bid response and shall be in writing. These exceptions shall explain the exception in detail, including the reason for the exception, and provide any available alternatives.

Any questions before the submission of your response shall be addressed to the following:

Edith Gray
Mobile County Commission Administration
P. O. Box 1443
Mobile, AL 36633
(251) 574-5980
(251) 574-5080 – fax

INSURANCE REQUIREMENTS

The **CONTRACTOR** further agrees that in consideration of this Agreement, the **CONTRACTOR** will obtain at its expense and deliver to the **MOBILE COUNTY COMMISSION** and the **COUNTY ADMINISTRATOR**, a certificate of insurance issued by an insurance company or companies licensed to do business in the State of Alabama, with a minimum A.M. Best rating of "A VII" and the following minimum limits.

- A. Commercial General Liability - public liability, including premises, products and completed operations.

(1) Bodily injury and property damage combined:
\$1,000,000 per occurrence
\$1,000,000 aggregate

The policy required under this Agreement shall name the **MOBILE COUNTY COMMISSION**, its officers, and employees as **ADDITIONAL INSURED**.

- B. Automobile Liability Insurance, including owned, non-owned, and hired vehicles.

(1) Bodily injury and property damage combined:
\$1,000,000 per accident

- C. Workers' Compensation coverage, which provides benefits required by the Workers' Compensation laws of the State of Alabama.

Employers' Liability: \$ 1,000,000 each accident
\$ 1,000,000 disease - Each employee
\$1,000,000 disease - Policy limit

- D. Professional Liability

(1) As required per contract

- E. Excess Liability

(1) As specified per contract

Before OPERATIONS BEGINNING, **CONTRACTOR** shall provide two (2) copies of a Certificate of Insurance complying with the requirements herein. All insurance policies required under this Agreement:

- A. Must contain an endorsement providing for the insurance company to provide thirty (30) days' written notice to the **MOBILE COUNTY COMMISSION** before Cancellation thereof.

- B. General Liability Policy shall name the **MOBILE COUNTY COMMISSION**, its officers and employees as **ADDITIONAL INSURED**