

Mortuary and Indigent cremation services



COUNTY OF LAKE

Request for Proposal (RFP)

for

Mortuary and Indigent cremation services

Issued: April 19, 2010

By:

Name: Rodney K. Mitchell

Title: Sheriff/Coroner

DUE DATE AND TIME: May 5, 2010 at 3pm

PROPOSAL TITLE: "Mortuary and Indigent cremation services"

You are invited to submit proposals in accordance with the requirements of this solicitation, which are contained herein.

**Mail or Delivery: Lake County Sheriff's Department
P.O. Box 489
1220 Martin Street
Lakeport, CA 95453**

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1. Purpose

The County of Lake is requesting proposals for mortuary and indigent cremation services. Said proposal shall be in accordance with the objectives, assumptions and requirements specified in the following Scope of Work. Respondents are encouraged to suggest additions or modifications to the Scope of Work that will enhance or clarify the proposal.

2. Background:

The Lake County Sheriff's Department, on behalf of the County of Lake, is the authorized representative for the removal of remains from the place of death.

3. General Process:

3.1 Registration and Inquiries: Proposers must register with the Department by April 21, 2010 in order to receive any amendments or other communications regarding this RFP. Proposers failing to register assume complete responsibility in the event that amendments or other communications are issued. To register or make inquiries regarding this RFP, contact:

Mary Beth Strong, Administrative Manager

Lake County Sheriff's Department

Lakeport, CA 95453

Telephone: (707) 262-4218

Proposers may contact only the individual identified above and are specifically directed not to contact other Departmental or County personnel for meetings, conferences, or other technical discussions related to the RFP. No questions will be answered by other Departmental or County staff.

Proposer's Conference:

The Department does not intend to hold a proposer's conference for this RFP. However, if the Department deems necessary to hold a conference, all registered proposers will be notified in writing.

3.3 Inquiries/Requests for Additional Information: Fax or email any questions you have, at least five (5) days prior to proposal opening to the following designated County contact(s):

Name: Mary Beth Strong

Title: Sheriff/Coroner Administrative Manager

Email: mbs@co.lake.ca.us

Fax: 707-262-4220

It is the Proposer's responsibility to assure the fax has been received.

No communication is to be had with any other County employee regarding this Request for Proposal.

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Answers to questions received that would change and/or clarify this solicitation will be provided in writing to all firms that have registered.

The Department reserves the right to decline to respond to any questions if, in the assessment of the Department, the information cannot be obtained and shared with all registered proposers in a timely manner.

3.4 Time Table:

Issuance of RFP: April 19, 2010

Questions due: April 26, 2010

RFP submittals due: May 5, 2010

4. **Format and Submission of Proposals**

- 4.1 Proposal Compliance: In order to enable direct comparison of competing responses, you must submit your Proposal in conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Proposal being disqualified as non-responsive.
- 4.2 Proposal Deadline: All Proposals must be received no later than the date and time and at the location specified on the Title page. Proposals received after this time and date will not be considered.
- 4.3 Proposal Content: Please assemble your Proposal in the following order.
 - a. **Cover Letter**: A standard business letter must be included which represents your agreement to supply the requested goods and/or services detailed in the RFP.
 - b. **Company Profile**: Provide a brief history of your company, and an executive summary of your response. Content should be no more than two pages.
 - c. **Project Understanding and Approach**: Provide an overview of your understanding of the needs of the department, and understanding of the services to be provided and your approach to the work.
 - d. **Scope of Work**: Provide your specific proposal to address the Scope of Work outlined in Section 6 below. At the very least, this should describe in detail how the service shall be provided and include a description of major tasks and subtasks. Include also, a proposed time-line for completing the work. If applicable, describe administrative and fiscal management of the program, personnel policies and expected use of subcontractors.
 - e. **Pricing**: Your proposal shall include costs based on the scope of work, along with the firm's policies on expense charges. Using the rate schedule, provide breakdown of the cost proposal, allocated by position and task. (See attached documentation)

All prices submitted are non-binding at this stage of the procurement process and are subject to negotiation.

Finally, provide a general description of your firm's preferred approach to contracting for your services, including your preferred contract type and compensation schedule.

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- f. **Distinguishing Features:** Highlight the main features that distinguish your company from your competition relative to this solicitation. This is also where you should specify the date by which you commit to have completed the study.
 - g. **Deviations:** State on a point-by-point basis, any proposed deviations from full compliance with the requirements described throughout this RFP. You must cite the paragraph number or describe the specific location of a requirement specified in any attachment, for each deviation proposed. Deviations may be considered, provided that you submit adequate explanation and justification for any proposed. If none, please so state.
 - h. **References:** Provide a minimum of three references wherein you have provided like services in the last 24 months. Each reference to include company name, address, telephone number, and contact.
- 4.4 **Proposal Submission:** Submit to the appropriate location specified on the Title Page (either by mail or delivery), seven (7) complete copies of your Proposal in a sealed package, clearly marked on the outside with your company name and return address, the RFP Title and the due date. Faxed proposals will not be considered.

5. Evaluation Process

- 5.1 **Evaluation Panel:** Proposals may be evaluated by a panel of current County employees and members of the public. The sole purpose in the evaluation process is to determine which one serves the County's best interest. The panel's recommendation will be submitted to the Board of Supervisors, or its designee, for consideration. Any final analysis or weighted point score (if any) does not imply that one Respondent is superior to another, but simply that in the panel's judgment, the Respondent selected appears to offer the best overall solution for the County's current and anticipated needs.
- 5.2 **Investigation:** Submittal of a proposal authorizes us to investigate without limitation the background and current performance of your company and your present staff. Discovery of any material misstatement of fact may lead to disqualification of a proposal or to cancellation of any resulting Contract.
- 5.3 **Acceptability:** We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
- 5.4 **Award Criteria:** Proposals will be evaluated in relation to all aspects of this Request. Nevertheless, additional weight will be given to the following criteria:
- a. Your responsiveness to this RFP.
 - b. Your previous performance in providing said service.
 - c. Our perception of your understanding of our objectives and our desired services and ability to provide quality assurance, as evidenced by your Proposal, and possibly by interviews with you.
 - d. Evaluation of cost in relationship to the foregoing criteria.

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6 Scope of Work:

1. Removal of remains from the place of death upon the Sheriff's Departments' request, to a climatically controlled facility, within the county, which provides sufficient work space for the Sheriff/Coroner and/or their contracted Pathologist to perform those duties associated with an inquiry into, and determination of the circumstances, manner and cause of death as required by GC27491. (See current contract as an example).
2. Services shall include the full scope of direct cremation services for those families meeting the criteria as indigent.
3. Contract for services shall not be awarded exclusively to one provider but instead shall be administered on a rotational basis among interested, qualified and cost-effective providers as determined pursuant to this Request for Proposals. Proposer's response shall specify their interest in the removal of remains throughout the county or only specified locations.
4. Proposer shall specify estimated response times from the point of dispatch.
5. Proposal shall include a breakdown of any costs associated with the above items.

7 Standard RFP Terms and Conditions

By your submission of a proposal, you agree to be bound by the following conditions:

- 7.1 To the fullest extent allowed by law, RFP's will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardized the County's and the Respondents negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- 7.2 The County reserves the right to cancel this RFP at any time, even after opening of proposals.
- 7.3 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.
- 7.4 Disposition of Proposal(s) and Contract Award:
 - a. All proposals shall become the property of Lake County.
 - b. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.
 - c. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.

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- d. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work and/or specifications contained herein. County shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.
 - e. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.
 - f. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, and financial resources to provide the services specified in a satisfactory manner.
- 7.5. Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.
- 7.6. Default by Respondent: In case of default by the successful Respondent, Lake County may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtain substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time such purchase is made.
- 7.7. Lake County reserves the rights to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, an addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.
- 7.8. It is the County's intent that this Request for Proposal (RFP) permit competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.
- 7.9. Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

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- 7.10. Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to come in contact with confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.
- 7.11. Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions, which can be reviewed in the attached contract.
- 7.12. Governing Laws: The laws of the State of California will govern any purchase order entered into between the County and the selected Respondent.
- 7.13. Each Respondent shall inform himself of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances and generally accepted industry standards relative to the execution of the material supplied or work performed. This requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects..
- 7.14. This RFP supersedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter.
- 7.15. The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

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AGREEMENT FOR MORTUARY SERVICES

THIS AGREEMENT, is entered into this [redacted] by and
Between the County of Lake, hereinafter "COUNTY" and [redacted]
[redacted], hereinafter "CONTRACTOR"

WHEREAS, COUNTY is in need of professional mortuary services; and

WHEREAS, CONTRACTOR is a licensed mortuary in the State of California
and is qualified and willing to provide said services.

NOW, THEREFORE, based on the foregoing recitals, the parties hereto
agree as follows:

CONTRACTOR'S RESPONSIBILITIES

1. CONTRACTOR shall provide to COUNTY those services described in attachment "A", attached hereto and incorporated by reference herein, as requested and directed by the Lake County Sheriff-Coroner or his designee.
2. CONTRACTOR shall provide the COUNTY with a location within CONTRACTOR's facilities which is climatically controlled and which provides sufficient work space for the Sheriff-Coroner to perform those duties associated with an inquiry into and determination of the circumstances, manner, and cause of death required by Government Code Section 27491.
3. ALL requests for compensation by CONTRACTOR for specific services described in Attachment "A" and performed by CONTRACTOR shall be made by use of a COUNTY-approved claim form submitted by CONTRACTOR to the Sheriff-Coroner on a monthly basis. Said claims shall be submitted by CONTRACTOR no later than the 15th day of each month. CONTRACTOR shall only receive compensation for those services described on a properly submitted and COUNTY-approved claim form.
4. Should the Agreement be terminated prior to June 30 of each fiscal year, pursuant to the provisions of paragraph 11 herein, any final request for compensation must be made by CONTRACTOR within thirty (30) days.
5. COUNTY and/or its designated audit agency shall have the right to audit and inspect all financial accountings and other records of CONTRACTOR which pertain to services performed by CONTRACTOR for COUNTY

pursuant to this Agreement. CONTRACTOR shall be financially responsible for all audit exceptions resulting from any such audits.

6. Should the removal of remains require the CONTRACTOR to use more staff and/or procedures different from those generally required for removal, the cost of such additional staff and/or different procedures shall be borne solely by CONTRACTOR.

ANCILLARY SERVICES TO BE PERFORMED BY CONTRACTOR

7. In addition to those services described in Attachment "A", Contractor agrees to be responsible for the removal of remains from the place of death upon County's request. In such circumstances, and where Contractor is retained by the decedent's estate or next of kin to perform mortuary services, Contractor agrees there shall be no separate cost billed for such removal. In all other circumstances of removal within the County, Contractor may bill the decedent's estate or next of kin for the actual cost of the removal service. If the cost for removal is not paid by the decedent's estate or next of kin within one hundred and twenty (120) days of having billed for that service, the Contractor may submit the unpaid bill to the Lake County Sheriff-Coroner for payment. In no event shall the removal cost billed exceed one hundred and sixty dollars

~~(\$100.00.)~~ 160.00

8. In the case of a transfer of the remains outside the County of Lake, the CONTRACTOR shall bill the decedent's estate or next of kin or, if another mortuary is responsible for the final arrangements for the decedent, CONTRACTOR shall bill that mortuary for the out-of-county transfer costs.
9. CONTRACTOR agrees that no removal fee shall be billed in any of the following circumstances:
 - a. The decedent was indigent and the decedent's next of kin will not/cannot assume financial responsibility for disposition of the decedent's remains;
 - b. The decedent was a minor under the age of fourteen years;
 - c. The decedent has been determined by the Lake County Sheriff-Coroner to have died as the result of the criminal acts of another in which acts the decedent was not a criminal participant.

COUNTY'S RESPONSIBILITIES

10. COUNTY shall compensate CONTRACTOR for each requested service at the rate provided in Attachment "A" based upon a written request for compensation from CONTRACTOR as described in paragraph 3 hereinabove. COUNTY shall remit payment on all claims which are timely submitted as described in paragraph 3 hereinabove within 30 days of receipt.

TERM

11. This Agreement shall commence on [REDACTED] and shall terminate on [REDACTED] unless both the COUNTY and CONTRACTOR agree to one year extensions within 30 days prior to the June 30 termination or unless earlier terminated as hereinafter provided.

TERMINATION

12. This Agreement shall be effective on the date hereinabove entered into and shall continue in full force and effect until and unless terminated by either COUNTY, by and through the Sheriff-Coroner, or by CONTRACTOR, upon thirty (30) days written notice to the other party.

ASSIGNMENT

13. The CONTRACTOR shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of COUNTY, except that claims for money due or to become due the CONTRACTOR from COUNTY under this Agreement may be assigned by the CONTRACTOR to a bank, a trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to the COUNTY. Any attempt at assignment of rights under this Agreement, except for those specifically consented to by both parties or as stated above, shall be void.

SUBCONTRACTING

14. Contractor shall not subcontract any other portion of the services to be performed pursuant to this Agreement without the prior written approval of COUNTY.

INSURANCE

15. CONTRACTOR shall not commence work under this Agreement until CONTRACTOR has obtained all the insurance required herein, certificates of insurance have been submitted to COUNTY and said insurance has been approved by COUNTY. The certificates of insurance shall contain a provision that coverage afforded under the policies will not be canceled until at least twenty (20) days prior written notice has been given to COUNTY. CONTRACTOR shall not allow any subcontractor to commence work on a subcontract until the insurance required of the subcontractor has been obtained.
- Any failure of CONTRACTOR to maintain the insurance required by this paragraph, or to comply with any of the requirements of this paragraph, shall constitute a material breach of the entire Agreement.
- Certificates evidencing the issuance of the following insurance shall be filed with the County within ten (10) days after the date of execution of this Agreement by CONTRACTOR:

- (a) Compensation Insurance. CONTRACTOR shall procure and maintain, at Contractor's own expense during the term hereof, Workers' Compensation Insurance for all of his employees to be engaged in work. In case of any such work sublet, CONTRACTOR shall require any subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by CONTRACTOR's Workers' Compensation Insurance.
- (b) Public Liability and Property Damage Insurance. CONTRACTOR shall procure and maintain, at CONTRACTOR's own expense during the term hereof, Comprehensive Public Liability Insurance, both bodily injury and property damage, in an amount of not less than One million dollars (\$1,000,000) combined single limit coverage per occurrence, including but not limited to endorsements for the following coverages: personal injury, premises-operations, products and completed operations, blanket contractual, and independent CONTRACTOR's liability.
- CONTRACTOR shall not commence work under this Agreement until CONTRACTOR has delivered to COUNTY an "Additional Insured Endorsement" naming COUNTY, its officers, employees and agents as additional insureds under each of the aforesaid policies in this sub-paragraph.

- (c) Automobile Liability Insurance. CONTRACTOR shall procure and maintain, at CONTRACTOR's own expense during the term hereof, Comprehensive Automobile Liability Insurance, both bodily injury and property damage, on owned, hired, leased and non-owned vehicles used in connection with CONTRACTOR's business in an amount of not less than One million dollars (\$1,000,000) combined single limit coverage per occurrence.

CONTRACTOR shall not commence work under this Agreement, until he has had delivered to COUNTY an "Additional Insured Endorsement" naming COUNTY, its Officers, employees and agents as additional insureds under each of the aforesaid policies in this sub-paragraph.

- (d) Professional Liability Insurance.
CONTRACTOR shall procure and maintain, at CONTRACTOR's own expense during the term hereof, Professional Liability Insurance for protection against claims arising out of the performance of services under this Contract caused by errors, omissions or other acts for which CONTRACTOR is liable. Said insurance shall be written with limits of not less than One million dollars (\$1,000,000).

- (e) CONTRACTOR shall require each subcontractor to procure and maintain, during the life of his contract, similar Public Liability and Automobile Liability Insurance as specified in sub-paragraphs (b) and (c) hereinabove, with minimum limits equal to one-half the amounts required by CONTRACTOR and containing the "Additional Insured Endorsement" as required by CONTRACTOR in sub-paragraphs (b) and (c) hereinabove.

INDEMNIFICATION-HOLD HARMLESS

16. CONTRACTOR shall indemnify and defend COUNTY and its officers, employees, and agents against and hold them harmless from any and all claims losses, damages, and liability for damages, including attorney's fees and other costs of defense incurred by COUNTY, whether for damage to or loss of property, or injury to or death of person, including properties of COUNTY and injury to or death of COUNTY officials, employees or agents, arising out of, or connected

with CONTRACTOR's operations hereunder or the performance of the work described herein, unless such damages, loss, injury or death is caused solely by the negligence of COUNTY.

INDEPENDENT CONTRACTOR

17. It is specifically understood and agreed that in the making and performance of this Agreement, CONTRACTOR is an independent CONTRACTOR and is not an employee, agent, or servant of COUNTY.

MODIFICATION

18. This Agreement may only be modified by a written amendment hereto, executed by both parties, however, matters concerning scope of services which do not affect the agreed price may be modified by mutual written consent of CONTRACTOR and COUNTY executed by Rodney K. Mitchell, Sheriff-Coroner.

NON-DISCRIMINATION IN EMPLOYMENT

19. In the performance of the work authorized under this Agreement, CONTRACTOR, and/or any permitted subcontractor, shall not unlawfully discriminate against any qualified worker because of race, religious creed, color, sex, sexual orientation, national origin, ancestry, physical disability, mental disability, medical condition, marital status or age (over 40). CONTRACTOR and/or any permitted subcontractor understands and agrees that CONTRACTOR is bound by and will comply with the nondiscrimination mandates of all Federal, State, and local statutes, regulations, and ordinances.

ATTORNEY'S FEES AND COSTS

20. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

LICENSING

21. CONTRACTOR shall possess all licenses associated with the provision of services under this Agreement and shall meet all professional and legal requirements to maintain all said licenses in good standing.

INTEREST OF CONTRACTOR

22. CONTRACTOR hereby covenants that CONTRACTOR has, at the time of the execution of this Agreement, no interest, direct or indirect, and that CONTRACTOR shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. CONTRACTOR further covenants that in the performance of this work, no person having any such interest shall be employed.

SEVERABILITY

23. If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.

NOTICES

24. All notices that are required to be given by one party to the other under this Agreement shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited with a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses, unless such addresses are changed by notice, in writing, to the other party.

COUNTY OF LAKE
Sheriff-Coroner
1220 Martin Street
Lakeport, California 95453

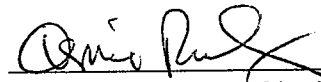
[REDACTED]

ADDITIONAL PROVISIONS

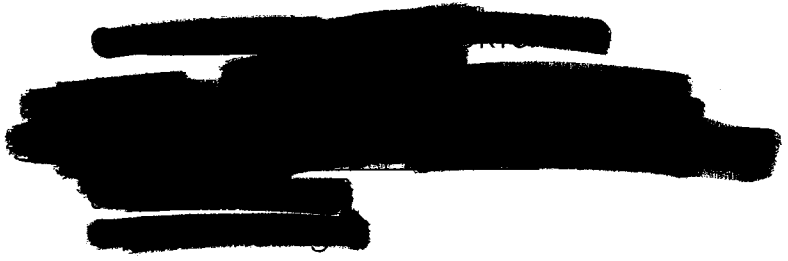
25. This Agreement shall be governed by the laws of the State of California. it constitutes the entire agreement between the parties regarding its subject matter. This Agreement supercedes all proposals, oral and written, and all negotiations, conversations or discussions heretofore and between the parties related to the subject matter of this Agreement.


Executed at Lakeport, California, on the day and year first written above.

COUNTY OF LAKE



Denise Rushing, Chair
Board of Supervisors

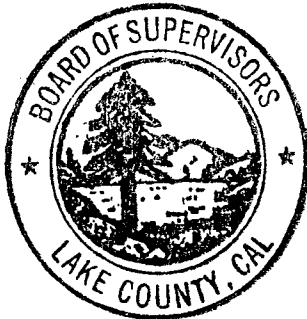




KELLY F. COX
Clerk of the Board
of Supervisors



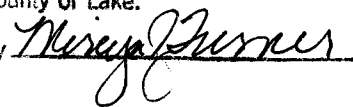
ANITA GRANT
County Counsel

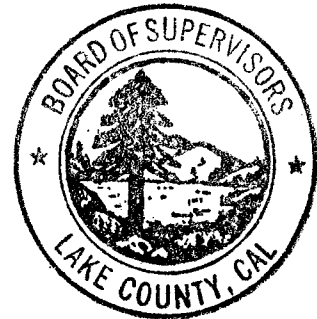


The within instrument is a correct copy of the Document on file in this office.

ATTEST: 06-09-2009

KELLY F. COX
Clerk of the Board of Supervisors of
the State of California in and for the
County of Lake.

By  _____



ATTACHMENT "A"

When requested to do so by the Lake County Sheriff/Coroner, or his/her authorized representative, CONTRACTOR agrees to provide the following services:

<u>ACTIVITY</u>	Fee F/Y 06-10 Effective 01/02/07
A. Facility Use Fee	\$100.00 per case
(Includes use of licensed facility for autopsy services and mortuary's provision of properly trained mortician's assistant. This fee shall be levied only on those Coroner's cases where an autopsy is performed by the Coroner's Pathologist)	
B. Medical Waste Disposal	\$35.00 per month if needed.
C. Equipment	Billed at Contractor's expense rate.
D. Transport to Sonoma County Morgue Facility	\$190.00 per round trip transport.
Transport to Napa County Morgue Facility	\$210.00 per round trip transport
E. Body Transport Pouch:	
1. To be supplied by County for the collection and preservation of evidence only.	(No cost to Contractor)
2. To be supplied by Contractor for the purpose of transportation and bio-waste management, at the discretion of Contractor .	(No cost to County)
3. County may purchase from Contractor for the collection and preservation of evidence, as well as for transportation and bio-waste management, upon request by County employees (heavy-duty and Extra Large disaster pouch/leak proof).	\$60.00 per unit.



Contractor's Responsibilities

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Contractor shall provide the full scope of direct cremation services, which include the following:

- Initial transportation of deceased from place of death, within Lake County, to funeral home, day or night
- Refrigeration of deceased, within 24 hours, up to 72 hours in facility. If refrigeration is required longer than 72 hours, through no fault of LCDSS, no additional charge shall be assessed.
- Meet with deceased's family to obtain information for death certificate, sign necessary forms, complete application for County Cremation and conduct an identification viewing.
- Funeral home staff will take death certificate to doctor to get cause of death information and doctor's signature and subsequently file death certificate.
- Pacemaker removal by qualified staff, if necessary.
- Basic cremation container.
- Cremation of deceased in [redacted] crematory, including processing remains to fit in urn.
- Return of ashes in plastic urn to deceased's family, or scattering of ashes at sea.
- Copy of death certificate faxed to the [redacted]

