



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



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EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

To: The Honorable Board of Supervisors
From: Edward N. Bonner, Sheriff-Coroner-Marshal
Date: April 28, 2015
Subject: Morgue Transportation and Diener Services

Action Requested

1. Approve the cancellation of competitive Bid No. 10397 for Morgue Transportation and Diener Services.
2. Approve the award of competitive Request for Proposals No. 10408 to Statewide Mortuary Transport & Support, Inc., of Sacramento, CA for Morgue Transportation and Diener Services for a budgeted Net County Cost of \$156,000 for the period of May 1, 2015 through June 30, 2016.
3. Authorize the Sheriff's Office to negotiate a Blanket Purchase Order with Truckee Tahoe Mortuary of Truckee, CA for Morgue Transportation Services for a budgeted Net County Cost of \$11,000 for the period of May 1, 2015 through June 30, 2016.
4. Approve the option to renew the resulting Blanket Purchase Orders for two additional one-year terms, with renewal amounts not to exceed 10 percent of the recommended aggregate contract amounts of \$167,000.
5. Authorize the Purchasing Manager to execute the resulting Blanket Purchase Orders.

Background

The Placer County Sheriff's Office Coroner's Unit requires Morgue Transportation and Diener (morgue assistant) Services for morgue and coroner operations.

The Procurement Services Division solicited bids for Morgue Transportation and Diener Services on an as-needed basis on behalf of the Sheriff's Office. Invitation for Bid (IFB) No. 10397 was solicited to prospective bidders. After receiving the IFB responses, Procurement and Sheriff's staff determined the specifications were flawed in that they produced responsive bids that would supply services that are not suitable to meet the intended County requirements. As a result, Procurement Services and the Sheriff's Office made the decision to revise the specification and re-solicit the bid. Therefore, your Board's approval is required to cancel competitive Bid No. 10397.

The Procurement Services Division developed Request for Proposals (RFP) No. 10408 for Morgue Transportation and Diener Services for Western and Eastern Placer County. Fifteen firms were notified of the RFP, eleven firms accessed the RFP documents, and a formal response was received from Statewide Mortuary Transport and Support doing business as Chapel of the Valley. The firm proposed to service Western Placer County. No responses were received for Eastern Placer County. The Sheriff's Office is requesting to negotiate with the department's incumbent, Truckee Tahoe Mortuary of Truckee, CA to provide these services in Eastern Placer County.

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Due to only receiving one response to this RFP the Procurement Division reached out to firms that had reviewed the RFP and requested information on why they had not responded. The responses from the vendors included: not able to meet our requirements for the number of staff at the morgue and not economically feasible to station a vehicle in Easter Placer County. Based on these responses and the proposal received the Procurement Division and the Sheriff's Office feel the proposal represents an accurate reflection of the current market for this service.

An evaluation panel reviewed the response in accordance with the evaluation criteria contained in the RFP. Based on the evaluation of the proposal received, the panel determined that Statewide Mortuary Transport and Support is qualified to provide the services. This firm has experience and expertise in providing these services to local government, and has successfully provided the services to Placer County as well.

Fiscal Impact

Funding for these services is included in the Sheriff's Office FY 2014-15 Final Budget and FY 2015-16 Proposed Budget. There is no additional impact to the General Fund.