

**BOCC APPROVAL APRIL 5, 2023**  
**BOARD OF BIDS AND CONTRACTS MARCH 30, 2023**

**5. LIVERY SERVICES -- REGIONAL FORENSIC SCIENCE CENTER (RFSC)**  
**FUNDING -- REGIONAL FORENSIC SCIENCE CENTER**

(Request sent to 37 vendors)

RFP #23-0013 Contract

	<b>Preferred Mortuary Services</b>	
Cost of livery service per pickup and delivery to Regional Forensic Science Center	<b>\$75.00</b>	
No Submission	Affinity All Faiths Mortuary	Core Cremation
	Downing & Lahey Mortuary	Headley Funeral Chapel

On the recommendation of Jaimee Witmer, on behalf of the Regional Forensic Science Center (RFSC), Tim Myers moved to **accept the proposal from Preferred Mortuary Services and establish contract pricing at the rate listed above for a period of two (2) years with three (3) one (1) year options to renew.** Brandi Baily seconded the motion. The motion passed unanimously.

A committee comprised of Shelly Steadman, Katie Asbury, and Shari Beck - Regional Forensic Science Center; and Jaimee Witmer - Purchasing, evaluated the proposal response based on the criteria set forth in the RFP. The committee agreed to accept the proposal from Preferred Mortuary Services.

The Regional Forensic Science Center includes the Pathology Division, which provides medical investigation and forensic autopsies for Sedgwick County. The purpose of this contract is to establish professional post-mortem livery services for Sedgwick County to be available to provide 24 hour service, 7 days a week.

Notes:

The previously contracted livery service rate, established in May of 2018, was \$65.00.

In 2022, the county spent \$56,095.00 for this service.

I would like to start with saying this is a proposal not a bid. Proposals are scored based on criteria set forth in the RFP. There are four (4) components to this RFP.

Component	Points
<b>a. Vendor Qualifications</b>	20
<b>b. Proposal Organization</b>	25
<b>c. Track Record</b>	40
<b>d. Cost</b>	15
<b>Total Points</b>	<b>100</b>

**Questions and Answers**

Brandi Baily: Who is the current vendor on this?

Jaimee Witmer: Preferred Mortuary Services.

Brandi Baily: What is livery service?

Jaimee Witmer: So it's basically when they determine a decedent turns into a coroner's case for the county. This company is contracted to go and pick up the deceased individual and take them to the coroner's office.