



**SEDGWICK COUNTY, KANSAS**  
***DIVISION OF FINANCE***  
**PURCHASING DEPARTMENT**  
525 N. Main, 8<sup>th</sup> floor, Suite 823 ~ Wichita, KS 67203  
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[www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp)

**REQUEST FOR PROPOSAL**  
**RFP # 14-0004**  
**BURIAL/CREMATION and CREMATION ONLY OF DECEASED UNCLAIMED PERSONS**

March 20, 2014

Sedgwick County, Kansas (hereinafter referred to as County) desires to select a firm to provide for the decent Burial/Cremation and Cremation Only of Deceased Unclaimed Persons per K.S.A. 22a-215. It is estimated that up to 10 burials will be required during a calendar year. The objective is to provide licensed mortuary services and available plots in a cemetery located within the State of Kansas.

Please review the information provided herein. If you or your firm is interested in participating in the solicitation and review process, **submit one (1) original and one (1) electronic copy (CD or thumb drive) of the completed document and any applicable information and return in a sealed envelope/package to the Sedgwick County Purchasing Department, 525 N. Main, 8<sup>th</sup> Floor, Suite 823, Wichita, KS 67203, NO LATER THAN, 1:45 p.m., (CDT), Tuesday, April 8, 2014.** Late responses will not be accepted and will not receive consideration for final award.

Receipt of vendor proposals will only be acknowledged at the bid opening (no details or pricing will be read into record). After the evaluation process proposed base pricing for goods/services may be disclosed at the Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal evaluation process. Because purchases and contractual agreements of this nature require the expenditure of public funds and the use of public facilities, proposers shall understand that portions (potentially all) of their proposal (including final contracts) will become public record after acceptance of a proposal by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to provide goods/services prior to award and will not be shared with any other persons not involved with the selection process.

Kim Evans  
Purchasing Agent

## **1. ABOUT THIS DOCUMENT**

This document is a Request for Proposal. It differs from a Request for Bid in that the County is seeking a solution, as described on the cover page and in the following Background Information section. This is not a bid meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated base on criteria formulated around the important features of a product or service, of which quality, testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract for award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received.

## **2. GENERAL DEFINITIONS**

The following information is provided to assist firms in providing a complete proposal.

*Mortuary Services – Refers to any needed steps to prepare a body for burial as required by law. Preparation of the body for presentation to next of kin is not required as a “Mortuary Service”.*

*Complete Burial/Cremation Services – Shall include, but not necessarily be limited to including, as a minimum: any necessary body transportation services, licensed mortuary services, cremation services and interment in available plots in a cemetery located within the State of Kansas.*

*Unclaimed – A dead body shall be considered unclaimed if no family, next of kin or responsible party can be identified or located following a diligent search, or if no directions for disposition of body are made by any family, next of kin, or responsible party within a timeframe deemed reasonable by the District Coroner.*

## **3. BACKGROUND INFORMATION**

Sedgwick County, located in South-Central Kansas, is the most populous of Kansas' 105 counties with a population estimated at over 503,000 persons. It is the sixteenth largest in area, with 1008 square miles, and reportedly has the second highest per capita wealth among Kansas counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,900 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation/entertainment/culture, human/social, and education.

Burial/Cremation services and/or cremation only will be provided for unclaimed bodies of persons who die in Sedgwick County.

In terms of casket selection, embalming, site selection, and placing of a grave marker, standards set forth by law are the primary guiding factor. Sedgwick County, in following State of Kansas Statutes, does not require or authorize embalming unless there is a health hazard. Subject to Kansas Administrative Regulations it is generally not required. A grave marker must be included into the final proposed price. The Sedgwick County District Coroner is the sole decision-maker regarding final disposition of an unclaimed person.

## **4. OBJECTIVES**

Broadly stated, the County desires to select:

1. A reputable firm to provide licensed mortuary services to include both burial and cremation and available plots in a cemetery and/or provide cremation only.
2. A reputable firm to provide transportation of deceased unclaimed persons from the location of death or to the Sedgwick County Regional Forensic Science Center and the interment of same within State of Kansas.

3. This solicitation is for a decent burial or cremation of deceased unclaimed persons, which shall include transportation from the location of the death or Sedgwick County Regional Forensic Science Center to the place of burial or the site of the successful vendor's funeral home for preparing the deceased for burial. This contract is **not** for livery services. The District Coroner will determine the necessary transportation requirements and initiation of service point.

## **5. SELECTION PROCESS**

The selection process will be based on the responses to this *Request for Proposal* and any proposal review sessions. Vendors shall note that the lowest price proposed may not have a direct bearing on the final selection of a firm to provide the specified services. A committee comprised of members of the Sedgwick County Regional Forensic Science Center and the Purchasing Department, will judge each proposer's response as determined by meeting the following criteria:

1. Ability to meet all Request for Proposal Mandatory Requirements as outlined herein and the clarity, completeness and comprehensiveness of the proposal.
2. Proposing the services which will best address the county's objectives and Mandatory Requirements as set forth in this document.
3. Proposing the burial services at the most advantageous cost to the County.
4. Provide references verifying exemplary service levels for similar burials.

*The review committee will select the proposals which appear most beneficial. These proposers may be asked to provide a presentation to the review committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.*

## **6. CONTRACT PERIOD & PAYMENT TERMS**

A contractual period with the successful firm will begin immediately following Board of County Commission approval of the **recommended proposal for a three (3) year term with two (2) additional one (1) year options to renew**, subject to approval by Sedgwick County. A formal contract will be used and shall control subject to specifications, requirements, and conditions contained herein.

If through any cause, the successful firm shall fail to fulfill, in a timely and proper manner, its obligations under this agreement, or if successful firm shall violate any of the covenants agreements, or stipulations of this agreement, County shall thereupon notify successful firm, in writing, specifying the breach. Upon receipt of the notice of breach, successful firm shall have five (5) calendar days to cure the breach or other failure to fulfill its obligation under this agreement. In the event successful firm fails to cure the breach or make adequate changes to prevent the breach from recurring during the term of the agreement, the County shall have the right to terminate this agreement by giving written notice to successful firm of such termination and specifying the effective date thereof at least five (5) calendar days prior to the said effective date. County shall pay to successful firm charges due for any services performed prior to the date of termination.

All invoices for services provided under this contract shall be sent to Sedgwick County Accounts Payable via email [AP\\_Invoices@sedgwick.gov](mailto:AP_Invoices@sedgwick.gov)

**7. MANDATORY REQUIREMENTS**

The County desires the most thorough and professional services available. The following requirements are provided to assist proposers in understanding the objectives of the County and submitting a thorough response. Proposals received must reflect in detail their inclusion and the degree provided. The successful proposer shall:

1. Have the capability to provide complete and proper burial services, which shall include, but not necessarily be limited to including as a minimum; licensed mortuary services and available plots in a cemetery. It is expected that burial will be permanent and there will be no need for additional County involvement once burial has taken place. Additionally, Sedgwick County will not be responsible for any additional costs associated with, but not limited to, caskets floating up out of areas, uncovered by erosion or weather, unearthed by animals, incidents of force majeure, or that were found not properly buried. Have the capability to provide complete and proper cremation services.
2. Assume responsibility for deceased unclaimed persons within 48 hours after being notified by the Sedgwick County District Coroner of availability.
3. Provide complete burial/cremation services within 72 hours after receipt of deceased unclaimed persons.
4. Provide a galvanized metal hermetically sealable casket for the deceased.
5. Provide services for all deceased unclaimed persons designated by the County without regard to: race, color, creed, sex, previous medical condition, religion, age or any other designation which may constitute discrimination on the part of the successful firm.
6. Provide to the County, verification of the interment and location of gravesite within 48 hours after burial.
7. Provide a grave marker meeting the minimum standards of the cemetery with all current personal information as provided by the Sedgwick County District Coroner.
8. Issue detailed billing for burial services to the Sedgwick County Regional Forensic Science Center. All billing statements shall include identification of the deceased and a specific location where burial took place. A "burial plot" locator map is required with each invoice.
9. Understand that Sedgwick County may send representatives to witness burial or inspect any/all services provided by the successful proposer and shall therefore be notified by the successful proposer of the scheduling of all services. The County Chief Medical Investigator shall be the contact person.
10. Provide cremation only in lieu of complete burial services.
11. Provide storage for the remains of cremated unclaimed persons.

**8. QUESTIONS and CLARIFICATIONS**

All requests for clarifications of the RFP process should be e-mailed to Kim Evans, at [kjevans@sedgwick.gov](mailto:kjevans@sedgwick.gov) and Anna Meyerhoff at [ameyerho@sedgwick.gov](mailto:ameyerho@sedgwick.gov) . All questions must be submitted in writing by 5:00 p.m. CDT, March 26, 2014. Answers will be provided in written form as an addendum and will be posted on the County website at [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp) by 5:00 p.m. April 2, 2014. **Vendors are responsible for checking the web site and acknowledging any addenda on the proposal response form.**

**9. TENTATIVE TIME LINE**

The following dates are provided for information purposes and are subject to change without notice. Contact Kim Evans [kjevans@sedgwick.gov](mailto:kjevans@sedgwick.gov) , to confirm any and all dates.

Distribution of Request for Proposal to interested parties	March 20, 2014
Clarification, Information and Questions submitted in writing	March 26, 2014
Addendum Issued	April 2, 2014
Sealed proposals due before 1:45 p.m. CDT	April 8, 2014
Evaluation Period	April 9-April 30,2014
Board of Bids and Contracts Recommendation	May 1, 2014
Board of County Commission Award	May 7, 2014

PROPOSAL CONDITIONS

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

GENERAL CONTRACT PROVISIONS

[http://www.sedgwickcounty.org/purchasing/pdf\\_files/General\\_Contract\\_Provisions.pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf)

**PROPOSAL RESPONSE FORM  
RFP # 14-0004**

**BURIAL/CREMATION and CREMATION ONLY OF DECEASED UNCLAIMED PERSONS**

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME \_\_\_\_\_  
DBA/SAME \_\_\_\_\_  
CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_  
TAXPAYER I.D. NUMBER \_\_\_\_\_ STATE INCORPORATED \_\_\_\_\_  
COMPANY WEBSITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_  
NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_  
TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_  
Partnership \_\_\_\_\_ Small Business \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_  
General Nature of Business \_\_\_\_\_ FEIN/SS # \_\_\_\_\_ W-9 included \_\_\_\_\_  
Not a Minority Owned Business \_\_\_\_\_ Minority Owned Business: \_\_\_\_\_ Certification # \_\_\_\_\_  
African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American \_\_\_\_\_ Other \_\_\_\_\_ Woman Owned Business \_\_\_\_\_

**ACKNOWLEDGE RECEIPT OF ADDENDA:** All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to [www.sedgwickcounty.org/finance/purchasing.asp](http://www.sedgwickcounty.org/finance/purchasing.asp).

NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

**PRICING INFORMATION**

Burial/Cremation described herein for each unclaimed person \$ \_\_\_\_\_

Cremation and storage *only* for unclaimed person \$ \_\_\_\_\_

Prices firm for three (3) years \_\_\_\_\_ Firm for fourth year \_\_\_\_\_ Firm for fifth year \_\_\_\_\_

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_