

REQUEST FOR PROPOSALS

Sealed proposals shall be received at the Office of the County Auditor, Sioux Falls, South Dakota, until 3:00 p.m., on the 8th day of June, 2011, at which time all proposals will be publicly opened and read. Proposals will be for the following:

Decedent Transport to the Minnehaha County Morgue

All proposals shall be made on forms prepared by Minnehaha County and are part of the proposal specifications. Any proposals otherwise submitted will be deemed informal, irregular, and not subject to or worthy of consideration in the award of the contract.

Specifications may be examined at the Office of the County Auditor or at the offices of the Minnehaha County Coroner located at LCM Pathologist, 1305 W. 18th Street, Sioux Falls, South Dakota.

The Board of County Commissioners reserves the right to reject any or all proposals.

Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation to bidders and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award.

Bob Litz, County Auditor

REQUEST FOR PROPOSALS

Project Title:

Request for Proposals for Bids on Decedent Transport to the Minnehaha County Morgue

Project Summary:

The Minnehaha County Coroner/Medical Examiner is requesting proposals from individuals/firms interested in performing decedent transport services to the Minnehaha County Morgue located at Sanford Hospital, Sioux Falls, South Dakota. **The service will only encompass those transports that originate in the City of Sioux Falls, within Minnehaha County, for transport to the morgue.**

The transportation of decedents to the Minnehaha County Morgue located at Sanford Hospital is being opened for a contract. The following is a list of requirements that must be met by the all individuals/firms submitting a proposal all of which will be incorporated into the resulting contract with the successful respondent:

1. Sufficient staff and transport vehicles to transport decedents 24 hours a day and 365 days a year.
2. Staff must respond to the notification within 15 minutes and respond to the scene within an acceptable time frame.
3. Transport staff must reflect due respect for the decedent and the concerns of families.
4. Stretchers and carts used to move the decedents must be sturdy, in good repair, and free of sharp edges.
5. Decedent transport vehicles must be mechanically sound, clean, secure, dignified, and private.
6. Regularly scheduled and documented maintenance records must be maintained.
7. The interior surfaces of the transport vehicles must be regularly cleaned and disinfected.
8. Precautions must be in place against the biohazards associated with decedent handling
9. Decedents must be placed in envelope style body pouches with a minimum thickness of 7 millimeter.
10. Provide proof of liability insurance on decedent transport vehicles if contract is awarded
11. Transport staff must be free of prior felony arrest or conviction.
12. The company must be bonded. Proof of bond must be submitted with the proposal.
13. The individual/firm must agree to carry workman's compensation and general liability insurance for the provision of this service. The firm/individual retained for the contract will provide proof of insurance prior to commencing work.
14. Solicitation for funeral services is strictly prohibited during removals.
15. Pass criminal background check and pass urinalysis screening.

Any individual/firm wishing to submit a proposal must contact, in advance of submitting a proposal/bid, Dr. Kenneth Snell, Minnehaha County Coroner/Medical Examiner to view the morgue area and to further discuss the particulars of this request for proposals. Dr. Snell may be reached at (605) 333-1730, or by contacting LCM Pathologist, 1305 W. 18th Street, Sioux Falls,

South Dakota at (605) 333-1720.

The selected individual/firm will be expected to enter into a formal contract with Minnehaha County for the provision of decedent transport services. The final contract will be determined through negotiations between Minnehaha County and the selected individual/firm. The firm/individual awarded the contract will be deemed to be an independent contractor and not an employee of Minnehaha County or of the Minnehaha County Coroner.

Requirements for Submission of Proposals:

Eight copies of the proposal must be received at the Minnehaha County Auditor's Office, 415 N. Dakota Avenue, Sioux Falls, no later than 3:00 p.m., on Wednesday, June 8, 2011. The proposal must include the following:

- 1) Name and address of the individual/firm that will perform the work described in the Project Summary.
- 2) Name, title and telephone and fax number of the person to contact concerning this proposal submission.
- 3) Names of key personnel who will be assigned to work on this project. Please provide a resume of each person named.
- 4) Relevant experience: Describe the work by the individual/firm which best illustrates current qualifications relevant to this request for proposals.
- 5) Availability: When is the organization/firm available to begin work on the project?
- 6) Cost summary: Provide an estimate of the cost per transport based on the information provided in this request for proposals as well as the information obtained from Dr. Kenneth Snell. A proposal submission form is attached to this proposal. Be advised that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.

Evaluation and Award Factors:

A two step evaluation process will be utilized. All proposals received by Minnehaha County will be reviewed and evaluated by a committee appointed by the Minnehaha County Board of Commissioners.

The committee will prepare a short list based on the following criteria:

- 1) Understanding of the requirements of this project as evidenced by the proposal content.
- 2) The individual's or firm's experience and qualifications.

3) The estimated cost of performing the work.

The second step may involve an interview before the committee. Following the interviews, the committee will rank the proposals and make a recommendation to the County Commission which will award a contract to the selected individual or firm.

Questions regarding this request for proposals should be directed to the Minnehaha County Commission Office, 415 N. Dakota Avenue, Sioux Falls, SD, (605) 367-4206.

Minnehaha County reserves the right to reject any or all proposals.

**PROPOSAL FORM
FOR
DECEDENT TRANSPORT TO THE MINNEHAHA COUNTY MORGUE**

TO: The Board of County Commissioners
C/O Minnehaha County Auditor
Minnehaha County Administration Building
415 N. Dakota Avenue
Sioux Falls, South Dakota 57104

The undersigned individual/firm being familiar with the proposal specifications, and all of the details and conditions therein, hereby propose to furnish the service as advertised in the Notice to Bidders.

Cost per Transport: _____

The undersigned submits herewith this quote and in submitting this quote, it is understood that the Minnehaha County Commission may reject any or all quotes and reserves the right to waive any irregularities deemed advantageous to Minnehaha County. It is further understood that this quote may not be withdrawn for a period of thirty days.

Dated this _____ Day of _____, 2011

Official Address: _____

(Printed Name of Firm/Individual)

(Signature)

