

HIDALGO COUNTY
"FUNERAL & BURIAL SERVICES FOR PAUPERS (POOL)"
Bid No: 2008-197-10-22-otm

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SPECIFICATIONS

Scope of Services:

The County of Hidalgo is seeking a "Pool" of provider(s) for "Funeral and/or Burial Services for Paupers", with strict responsible adherence with all specifications and/or requirements contained herein with the bidder submitting the lowest and complying bid.

Information, Terms, Conditions and Requirements:

1. Hidalgo County seeks participation from vendors that are properly licensed, registered or otherwise authorized to conduct and render the services specified and detailed herein.
2. Bidders must provide copies of licenses, registrations and certifications required by law to conduct such services with the bid in order to be considered for award.
3. The bodies of dead paupers shall be cared for and interred or cremated in strict conformity with all applicable laws of the State of Texas and the rules and regulations of the Texas Funeral Service Commission as provided by Texas Administrative Code Title 22 Part 10, for the care and disposition of dead human bodies, except the bodies claimed by the Anatomical Board of the State of Texas under the provisions of Texas Health and Safety Code (Section 691.023 et.seq.), providing that bodies required to be buried at public expense shall be turned over to the Anatomical Board when requested by the Anatomical Board. The Contractor will cooperate fully with the Anatomical Board.
4. The Contractor shall refer families and/or representatives of the deceased to the Hidalgo County Health and Human Services, 1304 S. 25th Ave., Edinburg, Texas 78539 for an application, Monday-Friday, 8:00 a.m.-5:00 p.m, (956) 318-2011- Attn: Dairen Sarmiento. Once an application has been completed by the next of kin or representative, the family is then sent to the funeral home Contractor to make arrangements. In the case of a deceased that has no next of kin or representative, the Contractor shall furnish, with the invoice for services, an affidavit of fact, properly made out and sworn to, that these specifications have been strictly adhered to and that he has neither solicited nor received any compensation from any person for the services for which Hidalgo County is being charged.
5. The bodies of dead paupers, regardless of age, shall be buried in individual caskets or, if cremated, inurned in a grave, crypt, or niche.
6. Hidalgo County may award the bid to one bidder or to multiple bidders if the County determines it is in the best interest to do so.
7. **Volume:** The annual estimated quantities contained as part of this bid packet are based on Hidalgo County Health and Human Services Department records for the year 2007. All services will be on an "AS NEEDED BASIS ONLY" and there is no guarantee of annual volume.

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Continuation:

Annual Estimated Quantities for the Year 2007		
Description:	Description:	Description:
Traditional Funeral Services	Traditional Burial Services with Burial Plot Marker (Single burial plot)	Cremations & Internment of Cremated Remains
Adults (12 years and over) 51 Child (4-11 Years) 2 Infant (0-3 years) 59	Adults (12 years and over) & Child (4-11 years) 47 Infant (0-3 years) 56	Adults (12 Years and over) 39 Cremations (0-11 Years) 9 Internment of Cremated Remains 0

8. **Hidalgo County** reserves the right to hold bids for a period of ninety (90) days after bid opening without taking action and to award the bid considered the most advantageous to the County.
9. Evaluation of bids : All bids shall be evaluated on all factors including but no limited to price, qualification of vendor and ability of vendor to render services, etc., and any other factors considered to be in the best interest of Hidalgo County.
10. **The term of the contract is for a period of one (1) year with the County's option to renew for an additional year under the same rates, terms and conditions. Hidalgo County reserves the right to extend this bid award for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delay in the award of the new bid for next contract term.**
11. ADDITIONAL INFORMATION: Hidalgo County is requesting that bids be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2812 S. Business Hwy 281 (Hidalgo County New Administration Bldg.), Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, October 15, 2008, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, October 17, 2008. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

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SCHEDULE "A" - FUNERAL SERVICES:

The following Schedule provides specifications to be followed for Funeral Services:

1. Body is picked up or released by Justice of the Peace at a hospital or wherever body expired.
2. If no family is involved, the funeral home (through the Funeral Director) will be in charge of funeral and burial services.
3. If family is involved and seeks assistance, the Health and Human Services Department will direct the family to their preferred funeral home for eligibility. If the funeral home is an awarded vendor through Hidalgo County, a voucher will be given for the services to be provided. If not pre-qualified, the funeral home must go through a screening process with an eligibility worker from the Health and Human Services Department.
4. The body, at all times, shall be attended by, and interred, or buried, in the presence of a Funeral Director licensed under the laws of the State of Texas.
5. **Embalming when required, shall be done in accordance with applicable Texas laws and regulations.**
6. The body shall be clean, groomed and placed in the casket and shall be dressed in a new burial robe and new hose, made for the sex of the deceased. The body shall be placed in the casket in a natural position, as is customary in regular funerals.
7. The body shall be interred, or buried, in a new casket of the same general appearance and size as standard caskets, made from good quality wood or metal, thickness of materials to be one inch before surfacing, padded on inside and covered completely on all surfaces with cloth and shall have two handles attached to each side for a minimum of four handles.
8. A minimum of two (2) hours of viewing time must be given to the family or representatives of the deceased in the designated chapel of the Contractor. Religious services may be held at the request of the family of the deceased during the two (2) hours of viewing time. The religious service may be conducted by a religious organization free of charge to the family or representatives of the deceased. Any religious services held shall be at no additional cost to the County.
9. The entire funeral procedure, from the time the body is retrieved by the Contractor until the body is transported to a cemetery or in the case of cremation taken to a crematory shall be subject to inspection at any or all of the time by the County. The Contractor must notify Hidalgo County Human and Health Services Department, Attn: Dairen Sarmiento, Director, with the proper time and place of burial. The Director or any of his personnel may conduct inspection(s) of said services.
10. Reports of death shall be obtained from the proper authorities as prescribed by the Texas Health and Safety Code Section 191.002 et. seq. These instruments, properly approved, must be available at the time of the interment or cremation.
11. A certificate of birth and a certificate of death shall not be required for a child that has not advanced to the 40th week if intra-uterine gestation.

Continuation :

12. The body shall be transported from the establishment of the Contractor to the grave site in a conventional type hearse. The burial shall be performed and attended by at least one licensed funeral director and one Contractor employee, and the casket shall be transported by no fewer than two (2) of the Contractor employees with the same dignity, decorum and solemnity to the grave as is conventional at other funerals.
13. Any other licensed Funeral Director may claim a body from the Contractor at the request of the family of the deceased. A family member must sign a release, allowing the Contractor to relinquish the body to the preferred funeral home. The family will then be liable for any and all expenses incurred by the Contractor.
14. If the family has no reservations concerning cremation, Hidalgo County may suggest cremation as a cost reduction measure. However, cremation will not be required if the family objects. The Contractor is responsible for providing the cremation tray and crematory services. In the case of cremation, a direct cremation will be provided, there will be no viewing, or services. The Contractor must notify the next of kin or representative when cremains are available for retrieval or interment. Cremated remains shall be given to the next of kin or representative or inurned in a grave, crypt or niche not later than the 30th day after the date of cremation. The cremains will be placed in a standard box container provided by the Crematory. The Contractor is **not** responsible for providing an urn.
15. The following additional requirements are applicable to Funeral Services:

Absence of next of kin or family

- 14.1 In this event, the Contractor must obtain a statement from the Pathologist or Hospital/Healthcare facility that attempts were made to contact family to no avail and that the deceased appears to be indigent. A minimum of 72 hours for a response from the next of kin is required. An affidavit of fact properly made out and sworn to by the Funeral Director will be attached to the invoice for services.
- 14.2 In cases of unclaimed bodies, the Contractor will be directed to provide a traditional burial as the method of disposition.

Substitution of coffin or additional services

The County contract must be strictly adhered to if the body is to be processed and services paid for by the County. If the next of kin or representative desires a different coffin or additional services not called for by the contract, both the funeral and burial services would then be treated as private services and the County would not be involved nor would it be liable for any costs. In this case, Hidalgo County must be notified by Contractor in writing within 24 hours of decision for private services.

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SCHEDULE "B" - BURIAL SERVICES:

The following Schedule provides specifications to be followed for Burial Services:

1. Burial shall take place between Monday through Friday between 8:00 a.m. and 5:00 p.m.
2. Burial shall be in a grave provided in a cemetery. Contractor is required to open and close the grave as appropriate.
3. The entire burial procedure, from the time the body is taken in charge by the Contractor, until the grave is covered and completed, shall be subject to inspection at any or all times by the County.
4. Religious services shall be held at the request of the family of the deceased, or where there is no family, the religious service may be conducted by a minister. Any religious services held shall be at no additional cost to the County.
5. No burial shall be performed unless the funeral director of the Contractor, caretaker of the cemetery or his designated representative is present at all times during the burial.
6. All adults, children and infants will be buried in single burial plots. If cemetery regulations allow, adults may be placed in multiple burial plots of three (3) to a plot. The top of the coffin shall be not less than eighteen (18) inches (or to conform to current Texas Law) below the natural surface of the ground after burial. The mound shall be properly and systematically smoothed off with the surface of the ground (No mounding). **Perpetual care is not required.**
7. The following additional requirements are applicable to Burial Services:

Substitutions or additional services.

The County contract must be strictly adhered to if the body is to be processed and services paid for by the County. If a family desires a different coffin or additional services not called for by the contract, both the funeral and burial services would then be treated as private services and the County would not be involved nor would it be liable for any costs. In this case, Hidalgo County must be notified by Contractor in writing within 24 hours of decision for private services.

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BID PAGE
 OPTION "A"

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SCHEDULE OF ITEMS

Cremation or Traditional Funeral Services

All "Funeral Services" will be on "an needed basis only". There is no guarantee of any annual volume. The figures provided in the general information Item 7 (page 2), are merely historical quantities for either Option A & B and are subject to change. This does not in any way obligate the County of Hidalgo to any fixed quantities for each.

Bidders must provide copies of licenses, and certifications required by law to conduct such services with the bid in order to be considered for award.

Item No.	Description:	Unit	** Unit Price must include cost to pick up bodies within Hidalgo County and transport to a cemetery contractor within Hidalgo County.
	Cremation or Traditional Funeral Services		
1	Adults (12 years and over)	each	\$
2	Child (4-11 years)	each	\$
3	Infant (0-3 years)	each	\$
4	Cremation (12 years and over)	each	\$
5	Cremation (0-11 years)	each	\$
6	Interment of Cremated Remains	each	\$

(Award of Schedule "A" will be made in the aggregate, therefore in order to be considered for an award you must bid on a complete bid on all items listed above).

How long have you been licensed as a Funeral Director and/or Embalmer in the State of Texas? _____ years

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BID PAGE
 OPTION "B"

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SCHEDULE OF ITEMS

All "Burial Services" will be on "an needed basis only". There is no guarantee of any annual volume. The figures provided in general information Item 7 (page 2), are merely historical quantities for either Option A & B and are subject to change. This does not in any way obligate the County of Hidalgo to any fixed quantities for each.

Bidders must provide copies of licenses, and certifications required by law to conduct such services with the bid in order to be considered for award.

Item No.	Description:	Unit	Unit Price
	<u>Cremation or Traditional Burial Services price will include opening/closing costs</u>		
1	Adults (12 years and over with Burial Plot Marker) (single burial plot)	each	\$
2	Child (4-11 years) with burial plot marker (single burial plot)	each	\$
3	Infant (0-3 years) with Burial plot marker (single burial plot)	each	\$
4	Cost of Plot	each	\$
5	Opening/Closing Costs	each	\$
6	Concrete liner (if required by cemetery)	each	\$

(Award of Schedule "B" will be made in the aggregate, therefore in order to be considered for an award you must bid on a complete bid on all items listed above).

Are you currently registered with the Funeral Services Commission in the State of Texas? _____ Yes or _____ No
 If Yes, state how many years _____.
 If No, briefly give an explanation: