

HIDALGO COUNTY
"Turnkey Burial Services (Including Cemetery Plots)
for Unidentified Pauper Remains"
Bid No: 2008-033-10-22-otm

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Specifications, Information, Terms, Conditions and Requirements

Scope of Services:

Hidalgo County is seeking a "Turnkey Burial Services (Including Cemetery Plots) for Unidentified Pauper Remains" (aka John Doe's) with strict responsible adherence with all specifications and/or requirements contained herein with the bidder submitting the lowest and complying bid.

Hidalgo County currently has the immediate need to bury the unidentified bodies within a two (2) week turnaround period. **Hidalgo County requests that bidders submit bid amounts on a per Turnkey Burial which should include: Cemetery Plot with Opening/Closing costs of Plot and Concrete Liner (if applicable).**

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 selected bidder shall be required to comply with all rules and regulations set forth by the State of Texas pertaining to the governance of burials and cemeteries including, but not limited to, the location of the plot, depth of each grave (based on the type of container), keeping records of the interment, preparation of the decedent's body for burial, etc.

Bidders are required to submit a map showing the proposed plots contained within the cemetery boundaries with specific numbers assigned to each plot.

A bidder may not adopt or enforce a rule that prohibits interment because of race, color or natural origin of decedent.

Please provide a written description of the property location and condition. Vendor must be compliant in the maintenance of the cemetery.

4. Cemetery must be located within Hidalgo County.
5. Burial shall take place between Monday through Friday between 8:00 a.m. and 5:00 p.m.
6. Burial shall be in a grave provided by the cemetery. Contractor is required to open and close the grave as appropriate.
7. The entire burial procedure, from 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.

Continuation:

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8. Any religious services held (if any) shall be at no additional cost to the County.
9. 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.
10. 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.
11. **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.
12. Evaluation of bids : All bids shall be evaluated on all factors including but not 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.
13. Any contract awarded to a successful bidder will be in effect until: (a) the contract expires (b) delivery and acceptance of products and/or performance of service ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.
14. Hidalgo County reserves the right to accept or reject any/all bids and to waive any/all formalities or technicalities, or to accept the bid considered the best and most valuable to the County.
15. Further information regarding this project can be addressed to the Hidalgo County Purchasing Department through Olga T. Montero, Buyer (956) 318-2626. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding this RFB be addressed to Martha L. Salazar, Purchasing Agent/CPFB- at 2812 S. Business 281 (Administration Bldg.)-Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All written inquiries will be accepted via email (olga.montero@co.hidalgo.tx.us) or via facsimile no later than, Wednesday, October 15, 2008 at 5:00 p.m. at (956)318-2629. Responses to said inquiries will be sent to all applicants via facsimile by no later than 5:00 p.m., October 17, 2008.

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SCHEDULE OF ITEMS

All "Burial Services" will be on "an needed basis only". .

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: <u>Turnkey Burial Services Per Body</u>	Unit Price
1	To Include Cemetery Plot with Opening/Closing Costs of Plot and Concrete Liner (if applicable)	\$

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: _____

Name of Company:	
Name of Representative:	
Address:	
City/State/Zip Code:	
Telephone/Fax Number:	