

EXHIBIT "A"

HIDALGO COUNTY – "AUTOPSY FACILITY"
RFB № 2010-004-03-24-YZV

SCOPE – SPECIFICATIONS – INFORMATION TO BIDDERS

SCOPE:

Pursuant to Chapter 49 of the Code of Criminal Procedures and Chapter 691 of the Health and Safety Code, the County of Hidalgo is seeking sealed bids from qualified and interested vendor(s) to provide a facility located in Hidalgo County with all necessary equipment at which the County's contracted pathologist can perform autopsies and related services on an "As Needed Basis", on dead bodies in all stages of decomposition.

Hidalgo County is also seeking to engage in a "Turnkey Solution" with a physician which will include a facility. Hidalgo County reserves the right to award the contract(s) most advantageous and is in its best interest. Therefore, all vendors are advised that Hidalgo County may, at its sole option award this bid (a facility) or the Turnkey Autopsy contract (which includes the physician with facility).

SPECIFICATIONS:

- A. The following list is the minimum required equipment, accessories and supplies for a facility to have in order to qualify as the contractor at which autopsies and all necessary and related services can be performed:

Refrigerator for storing dead bodies on site	Ruler (in. and cm)	Storage for tissue blocks (paraffin)
Portable trays	Clothing Scissors	Property Envelopes
Suction with hose	Mayo dissecting scissors	Safe for storing property
Sink scale	Formalin	Finger printing equipment
Floor drain	Viscera pan	Possess or have access to:
X-ray machine	Viscera bucket	a. X-ray machines
X-ray developer	Viscera bags	b. X-ray developer
View box(es)	Test tube rack	c. Histology lab
Specimen freezer	Red Top Test Tubes	d. Toxicology lab
Dissecting board	Gray Top Test Tubes	
Camera with film	Lavender Top Test Tubes	
Kramer Kick Stool	Green Top Test Tubes	
Ladder	Stryker Saw with bone dust collector	
Counter top digital scale (for infant organs)	Head blocks	
In/Out cards	50 cc glass syringes	
Toe Tags	6 cc disposable sterile syringes	
Body Bags	18 ga x 1 1/2 hypodermic needles	
Scrubs	12" x 5 ga stainless steel (re-usable sterile needles	
Aprons	Stomach pan	
Gowns	Short scissor with disposable sharp/blunt blades	
Gloves	Three (3) toothed forceps	
Paper grocery bags	Autopsy needles	

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Specifications – Autopsy Facility - Continues

Bio hazard disposal boxes	Scalpel handles with disposable blades
Sharps containers	Stainless Steel Chisel
Masks	Dia-stix
Splash shields	Keto-stix
Tissue jars (wide mouth plastic with screw top)	Swabs
Large glass measuring cup (2 liter /200 ML)	Swab boxes
Small Stainless Steel ladle	Slides
Tea strainer (for rinsing bullets, pellets, etc.)	Slide Boxes
Colander (for straining stomach content, fixed tissue, etc.)	Paint cans
Autopsy knife with disposable blades	Embalmers Thread
Rib cutters	Bone Scissors
Pliers	Microscope
Skull breaker	Storage for micro-slides
Stainless steel wall unit with dual faucets, center drain, and disposal unit	

- B. The facility must be available and on call twenty-four (24) hours daily, seven (7) days per week, three-hundred-sixty-five (365) days a year, for the County's contracted forensic pathologist to perform autopsies and related services.
- C. Facility must be located in Hidalgo County.
- D. All necessary equipment, accessories and supplies will be available at all times so as not to cause delay in the provision of autopsies and related services by the County's contracted forensic pathologist.
- E. Fee charged for the use of the facility will be on a "Per Body Basis" and will include the storing of the body through the completion of the autopsy by the pathologist, but not to exceed forty-eight (48) hours.
- F. Storage fee of the "Body" will commence on a per day basis after forty-eight (48) hours of receipt of the body.
- G. Contractor, it's employees, and/or agents cannot offer any information to family, friends, or acquaintances about "funeral related services." All inquiries related to the decedent will be forwarded to the proper County official to ensure compliance with Title I of the Health Insurance Portability and Accountability Act of 1996; HIPAA Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule).

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Specifications – Autopsy Facility-continues:

- H. Records of Victims: Contractor must keep an updated log with information pertaining to the victim(i.e., name, date of birth, photo I.D., driver's license number, social security number, date and time of autopsy, performed by, witnessed by, body released to, etc.).
- I. The contractor shall provide his/her own telephone and pager numbers to the appropriate county officials.

Information – Additional Terms and Conditions to Bidders:

- 1. Term of Contract: The term of this contract is for a period of two (2) years, with the option of Hidalgo County to extend the contract for additional one (1) year period under the same bid prices, terms and conditions.
- 2. 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.
- 3. Hidalgo County reserves the right to terminate this agreement by giving contractor sixty (60) days written notice of such termination.
- 4. Bid Prices are firm for the contract period (two (2) years) including any options to extend. No price increases are allowed.
- 5. Volume: There is no guaranteed annual volume. Hidalgo county will seek use of the "facility" on as "As Needed Basis".
- 6. Bidder responsibilities for Facility:
 - a. Bidder will be responsible for maintaining the facility in a manner that will allow the performance of autopsies and all necessary and related services without delay. Bidder will comply with all federal, state, and local statutes, codes, and regulations governing such premises.
 - b. Facility shall have public bathrooms and be handicapped accessible.
 - c. Bidder shall provide insurance for the "Facility" against fire, accidents or natural disasters. Bidder shall maintain liability insurance on the premises in the amounts and coverages specified in numbered paragraph six (6) hereof.
 - d. Facility shall be in good working condition and be handicapped accessible to provide the services required.
 - e. The facility shall be free from rodents and insects. The facility shall have adequate air conditioning and heating available. Maintenance of air conditioning, heating, along with pest control will be the responsibility of the contractor at the contractor's expense.
 - f. Facility shall have water, sewer, garbage pick-up in addition to electricity and/or natural gas.

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Information – Additional Terms and Conditions to Bidders-continues

7. Insurance: The awarded bidder shall adhere to the following insurance requirements:
- Property policy shall provide that any proceeds of loss or damage to buildings or to improvements shall be payable solely to Owner, which sum Owner shall use for repair and restoration purpose:
Applicable Coinsurance: 80%
8. Certificates of insurance shall be submitted to Hidalgo County Purchasing Department for approval prior to autopsies and necessary related services being performed.
9. Each policy of insurance required shall extend for a period equivalent to or longer than the term of this contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date or otherwise.
10. The contract shall be automatically suspended upon the cancellation or other termination or of the required policy of insurance hereunder.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding the RFB's be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 S. Bus. Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED**

ALL WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA E-MAIL
yolanda.velasquez@co.hidalgo.tx.us BY NO LATER THAN 5:00 P.M. on Wednesday, March 17, 2010 to (956) 318-2629. Responses to said questions will be sent to all participating vendors via facsimile or e-mail by Friday, March 19, 2010.