



2802 S. Bus. Hwy 281  
Edinburg, Texas 78539  
Phone: (956) 318-2626  
Fax: (956) 318-2629  
www.co.hidalgo.tx.us/purchasing

# MEMORANDUM

(Approval of Specifications)

**To:** Eduardo "Eddie" Olivarez, Director:  
Hidalgo County Health Department

**Attn:** Darien Sarmiento

email: [darien\\_sarmiento@hchcd.org](mailto:darien_sarmiento@hchcd.org)

**From:** Sandy Suarez<sup>SS</sup>, Contract Specialist I  
Hidalgo County Purchasing Department

**Date:** December 4, 2018

**Subject:** Approval of Specifications: RFB: 2019-007-Turnkey Burial Services (including Cemetery Plots) for Unidentified Pauper Remains (aka John Does)

Please review the following **SPECIFICATIONS** and indicate if they meet all your requirements by selecting **APPROVE**, **DISAPPROVE** (or) **APPROVED WITH MODIFICATIONS** and signing below. If your answer is **DISAPPROVE**, please make any modifications necessary to the specifications and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext. #4860.

APPROVE <input type="checkbox"/>	DISAPPROVE <input type="checkbox"/>
APPROVED WITH MODIFICATIONS <input checked="" type="checkbox"/> <i>see attached</i>	

FUNDS AVAILABILITY:  YES /  NO /  Other

(Specify) \_\_\_\_\_

BUDGET ACCOUNT #: 1100 - 444 - 00 - 240 - 002 - 0 - 340

	Darien Sarmiento	Human Service	12-6-18
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

**SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) by no later than Monday, December 10, 2018 @ 2:00 P.M. For placement on the next Commissioner's Meeting, December 18, 2018.**

Enclosures

**HIDALGO COUNTY**  
**“TURNKEY BURIAL SERVICES INCLUDING CEMETERY PLOTS**  
**FOR UNIDENTIFIED PAUPER REMAINS”**  
**BID No: 2019-007-00-00-SGS**

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**SCOPE OF SERVICE:**

Hidalgo County is seeking “Turnkey Burial Services Including Cemetery Plots for Unidentified (John-Jane Doe’s) Pauper Remains” with strict responsible adherence with all specifications and/or requirements contained herein with the bidder submitting the lowest and complying bid. “ALL BURIAL SERVICES” WILL BE ON “**AN AS NEEDED BASIS ONLY**”.

**SPECIFICATIONS:**

Hidalgo County currently has the immediate need to bury the unidentified bodies within a two (2) week turn around 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 may be required to provide copies of licenses, registrations and certifications required by laws to conduct such services with the bid.
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.
  - a. Hidalgo County currently contracts with a provider to prepare the remains for burial with a contract commencement date of March 1, 2014 and expiration date of February 28, 2018;
  - b. Bidders are required to submit a map showing the proposed plots contained within the cemetery boundaries with specific numbers assigned to each plot;
  - c. A bidder may not adopt or enforce a rule that prohibits interment because of race, color or natural origin of decedent;
  - d. 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, Texas.
5. Burial shall take place between Monday through Friday between 8:00 a.m. and 5:00 p.m.
  - a) Burial shall be in a grave provided by the cemetery. Contractor is required to open and close the grave as appropriate and the burial shall be conducted with the same dignity, decorum and solemnity to the grave as is conventional at other funerals.

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Dats?*

6. 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.
7. Any religious services held (if any) shall be at no additional cost to the County.
8. 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.
9. 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).
10. Perpetual care is not required.

### **TERMS AND CONDITIONS:**

1. The term of the contract is for a period of two (2) years 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 the bid award for an additional sixty (60) day grace period at the end of the contract term due to unforeseen delays in the award of the new bid for next contract term.
2. Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.
3. 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.
4. 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 (30) written notice prior to cancellation.
5. 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.
6. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.
7. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.
8. Insurance requirements for this project to be maintained throughout the contract term (Refer

to limits on the Exhibit "C" for limits).

**ADDITIONAL INFORMATION:**

Further information regarding this project can be addressed to the Hidalgo County Purchasing Department. Hidalgo County is requesting that any and all questions, inquiries and clarifications regarding this RFB be addressed to Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent, at 2812 S. Business 281 (Administration Bldg.)-Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

All written inquiries will be accepted via email: heidi.ortiz@co.hidalgo.tx.us or via facsimile (956) 318-2629 no later than, Wednesday **November 25, 2015** at 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile or email by no later than 5:00 p.m. Friday, **November 27, 2015.**

Wrong  
Date

DRAFT

**HIDALGO COUNTY**  
**“TURNKEY BURIAL SERVICES INCLUDING CEMETERY PLOTS**  
**FOR UNIDENTIFIED PAUPER REMAINS”**  
**BID No: 2019-007-00-00-SGS**

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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.
  - a. Hidalgo County currently contracts with a provider to prepare the remains for burial with a contract commencement date of: March 26, 2019 and expiration date of March 25, 2021;
  - b. Bidders are required to submit a map showing the proposed plots contained within the cemetery boundaries with specific numbers assigned to each plot;
  - c. A bidder may not adopt or enforce a rule that prohibits internment because of race, color or natural origin of decedent;
  - d. 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, Texas.
5. Burial shall take place between Monday through Friday between 8:00 a.m. and 5:00 p.m.
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