

NAVAJO COUNTY AGENDA ITEM REQUEST FORM

Meeting Date: 03/10/15	Time Needed: 5 Minutes
Requesting Department: Health District	Presenter(s) Name: M. Springer
Motion before the Board: Award 3-year contract for Mortuary Services for South County to Silvercreek Mortuary and North County to Owens Livingston Mortuary.	
Recommendation: (who, what, where, when, how, etc.) Staff recommends approval.	
Background: (why should it be done, what will happen if not approved, etc. include resolution) Mortuary services are required for transporting and storing remains. Medical examiner's office uses these services on an "as needed" basis. Invitation for bids produced two responsive and responsible bids. It is the best interest of the County to award multiple contracts for these services. Bid evaluations attached.	
Fiscal Impact: (what will it cost, where funds will come from, is it budgeted, etc.) Budgeted in Health District annual budget	
Reviewed and approved by: County Manager County Attorney _____ Human Resources _____ Finance _____ IT _____	
Board Action Taken: Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action <input type="checkbox"/> Continued <input type="checkbox"/> Continued to: Approved with changes as follows <input type="checkbox"/>	
Clerk's Notes: Date: _____ Initial: _____	

REMINDER: Email this coversheet and all backup documentation to "IT Support" by 4:00 p.m. the Friday prior to the Managers' meeting. The Clerk's Office will print the document and make necessary copies for signatures at Managers' meeting.

IFB #15-01-06 Mortuary, Body Storage and Body Transportation Services		Silver Creek	Owens Livingston	
Transportation From:	Transportation To:	Transport Cost	Transport Cost	
Winslow	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Holbrook	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Snowflake	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Taylor	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Heber	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Overgaard	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Show Low	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Pinetop	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Lakeside	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
Other	Tucson Forensic Science Center	2.00 per loaded mile	1.75 per loaded mile	
		2.00 per loaded mile	1.75 per loaded mile	
		2.00 per loaded mile	1.75 per loaded mile	
Winslow	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Holbrook	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Snowflake	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Taylor	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Heber	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Overgaard	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Show Low	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Pinetop	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Lakeside	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Other	Cocoonino Medical Examiner Office facility	2.00 per loaded mile	1.75 per loaded mile	
Description	Cost	Unit of Measure (Day, Hour, Each, Etc.)	Cost	Unit of Measure (Day, Hour, Each, Etc.)
Examination Room (per requirements in scope of work)	no charge		no charge	

Bath Towels	no charge		no charge	
Support Staff	no charge			
Cold Storage	\$10.00	Per Day (24 Hrs)	\$20.00	Per Day (24 Hrs)
Cold storage partial days(6hrs)	\$2.50	per 6 hours increments	\$5.00	per 6 hours increments
Other Costs (Itemize)				
Support Staff(Saturday or Su	\$35.00	Per hour	\$35.00	within 45 mile radius of ea OLM location
1ST call- Navajo County	\$125.00	per decedent/case	\$100.00	per loaded mile beyond 45 mile radius of above
Minimum Body Bag			\$8.00	Each
Heavy Duty Disaster Pouch			\$20.00	Each

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON NEXT PAGE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Silver Creek Mortuary LLC

Date 2-19-2015

By Jason C Brubaker - owner / Funeral Director
Name and Title of Authorized Representative

Jason C Brubaker
Signature of Authorized Representative

Original

Pricing Offer

Transportation From:	Transportation To:	Transport Cost	
Winslow	Tucson Forensic Science Center	\$ 2.00 per loaded mile	
Holbrook	Tucson Forensic Science Center	\$ 2.00 per loaded mile	
Snowflake	Tucson Forensic Science Center	↓	
Taylor	Tucson Forensic Science Center		
Heber	Tucson Forensic Science Center		
Overgaard	Tucson Forensic Science Center		
Show Low	Tucson Forensic Science Center		
Pinetop	Tucson Forensic Science Center		
Lakeside	Tucson Forensic Science Center		
Other	Tucson Forensic Science Center		
Winslow	Coconino Medical Examiner Office facility	\$ 2.00 per loaded mile	
Holbrook	Coconino Medical Examiner Office facility	↓	
Snowflake	Coconino Medical Examiner Office facility		
Taylor	Coconino Medical Examiner Office facility		
Heber	Coconino Medical Examiner Office facility		
Overgaard	Coconino Medical Examiner Office facility		
Show Low	Coconino Medical Examiner Office facility		
Pinetop	Coconino Medical Examiner Office facility		
Lakeside	Coconino Medical Examiner Office facility		
Other	Coconino Medical Examiner Office facility		

Description	Cost	Unit of Measure (Day, Hour, Each, Etc.)
Examination Room (per requirements in scope of work)	No Charge	
Bath Towels	No Charge	
Support Staff	No Charge	MON. - FRI.
Cold Storage	\$ 10.00	PER DAY (24 HRS.)
Cold Storage - Partial Days Billed @ 6 hour Increments	\$ 2.50	Per 6 hr. increments
Other Costs (Itemize)		
Support Staff (SATURDAY or Sunday)	\$ 35.00	PER Exam HOUR
1st Call - Navajo County	\$ 125.00	Per decedent/case

Original

ELIGIBILITY FOR COOPERATIVE PURCHASING

The offeror shall indicate on this page whether other public agencies may participate in this contract during the contract term. If "Yes" is checked, any eligible federal, state or local public agency that has entered into a cooperative purchasing agreement with Navajo County may participate in this contract during the contract term (per ARS § 41-2632). If "No" is checked, the contract will not be eligible for cooperative purchasing by other agencies.

YES – Eligible for cooperative purchasing

NO – Not eligible for cooperative purchasing

OFFER FORM

TO NAVAJO COUNTY:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Invitation for Bids.

For clarification of this offer, contact:

Silver Creek Mortuary LLC
Company Name

Name: Jason C. BRUBAKER

745 Paper Mill Rd (P.O. Box 367)
Address

Phone: 928-229-0013

Taylor AZ 85939
City State Zip

Fax: 928-536-3217

Jason C Brubaker
Signature of Person Authorized to Sign

E-mail: silvercreekmort@frontiernet.net

JASON C BRUBAKER
Printed Name

Owner / Funeral Director
Title

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

The Contractor is now bound to provide the materials or services listed in IFB# F15-01-16 including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by County.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives this signed sheet, or written notice to proceed.

Awarded this ___ day of _____ 20___

AUTHORIZED SIGNATURE

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON NEXT PAGE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Owens Livingston Mortuary

Date 02/18/2015

By Timothy R. Livingston (owner)
Name and Title of Authorized Representative

Timothy R. Livingston
Signature of Authorized Representative

1/m = loaded mile

Pricing Offer

Transportation From:	Transportation To:	Transport Cost
Winslow	Tucson Forensic Science Center	\$ 1.75 per 1/m
Holbrook	Tucson Forensic Science Center	\$ 1.75 per 1/m
Snowflake	Tucson Forensic Science Center	\$ 1.75 per 1/m
Taylor	Tucson Forensic Science Center	\$ 1.75 per 1/m
Heber	Tucson Forensic Science Center	\$ 1.75 per 1/m
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Pinetop	Coconino Medical Examiner Office facility	\$ 1.75 per 1/m
Lakeside	Coconino Medical Examiner Office facility	\$ 1.75 per 1/m
Other	Coconino Medical Examiner Office facility	\$ 1.75 per 1/m

Description	Cost	Unit of Measure (Day, Hour, Each, Etc.)
Examination Room (per requirements in scope of work)	NO CHARGE	
Bath Towels	NO CHARGE	
Support Staff	NO CHARGE	Mon - Fri
Cold Storage	\$5.00	Every 6 Hours of STORAGE
Minimum Body BAGS	\$ 8.00	Each
Heavy Duty Disaster pouch	\$ 20.00	Each
Other Costs (Itemize) ^{EST} Call Removals from Place of Death	\$100.00	within \$45 mile Radius of each olm location
Additional Mileage beyond 45 mile Radius	\$ 1.75	per loaded mile

olm = Owens Livingston mortuary

ELIGIBILITY FOR COOPERATIVE PURCHASING

The offeror shall indicate on this page whether other public agencies may participate in this contract during the contract term. If "Yes" is checked, any eligible federal, state or local public agency that has entered into a cooperative purchasing agreement with Navajo County may participate in this contract during the contract term (per ARS § 41-2632). If "No" is checked, the contract will not be eligible for cooperative purchasing by other agencies.

YES – Eligible for cooperative purchasing

NO – Not eligible for cooperative purchasing

OFFER FORM

TO NAVAJO COUNTY:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Invitation for Bids.

For clarification of this offer, contact:

Owens Livingston Mortuary
Company Name

Name: Timothy R. Livingston

320 N. 9TH Street
Address

Phone: (928) 537-2141

Show Low, AZ 85901
City State Zip

Fax: (928) 537-8175

Timothy R. Livingston
Signature of Person Authorized to Sign

E-mail: olm@livingstonmortuary.com

Timothy R. Livingston
Printed Name

OWNER/MANAGING MEMBER
Title

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

The Contractor is now bound to provide the materials or services listed in IFB# F15-01-16 including all terms, conditions, specifications, amendments, etc., and the Contractor's" Offer as accepted by County.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives this signed sheet, or written notice to proceed.

Awarded this _____ day of _____ 20 _____

AUTHORIZED SIGNATURE