



**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO CPPB**  
PURCHASING AGENT

**COUNTY COURTHOUSE**  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor, Purchasing  
GALVESTON, TEXAS 77550  
(409) 770-5371

**ERIN S. QUIROGA, MBA, CPPB**  
ASST. PURCHASING AGENT

December 23, 2024

Honorable County Judge  
And Commissioners' Court  
County Courthouse  
Galveston, Texas

**RE: RFP #B242002, Transportation of Human Remains**  
**Contract #CM24009**

Gentlemen,

The contract associated with RFP #B242002, Transportation of Human Remains, is scheduled for its first extension on March 18, 2025. The contracted vendor for this service is Carnes Funeral Home, Inc.

No amendments to the contract have been requested at this time.

It is requested that the extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rufus G. Crowder", written over a horizontal line.

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County

## Dickey, Tammy

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**From:** Fleming, Melissa  
**Sent:** Monday, December 23, 2024 2:10 PM  
**To:** Dickey, Tammy  
**Subject:** FW: B242002 - Transportation of Human Remains - CM24099  
**Attachments:** Gal. Cty. Transportation Contract CM24009 First Renewal Option .pdf

Hi Tammy,

This is for B242002 - Transportation of Human Remains.

Sincerely,

**Melissa Fleming**

**Contract Administrator**

Galveston County Purchasing Department

Galveston County Courthouse

722 21st. Street, 5th Floor

Galveston, Texas 77550

Office: (409) 770-5375

Fax: (409) 765-3106

e-mail: [melissa.fleming@galvestoncountytx.gov](mailto:melissa.fleming@galvestoncountytx.gov)



**Principles and Practices of Public Procurement**

*Accountability, Ethics, Impartiality, Professionalism, Service, Transparency*

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**From:** Cruz, Sergio <Sergio.Cruz@galvestoncountytx.gov>

**Sent:** Wednesday, December 18, 2024 2:35 PM

**To:** Fleming, Melissa <Melissa.Fleming@galvestoncountytx.gov>; Huallpa, Diana <Diana.Huallpa@galvestoncountytx.gov>

**Cc:** Monterrubio, Christian <Christian.Monterrubio@galvestoncountytx.gov>; Edwards, Tashonda <Tashonda.Edwards@co.galveston.tx.us>

**Subject:** Re: B242002 - Transportation of Human Remains - CM24099

Good afternoon, Melissa,

Thank you for reaching out. We are good to proceed with the extension of the Transportation of Human Remains contract with Carnes Funeral Home Inc. until 03/08/2026.

Please let me know if there's anything else you need from me.

Best regards,



**THE COUNTY OF GALVESTON**

**RUFUS CROWDER, CPPO CPPB**  
PURCHASING AGENT

**ERIN QUIROGA, MBA, CPPB**  
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

Monday, December 23, 2024

CARNES FUNERAL HOME INC  
3100 GULF FREEWAY  
TEXAS CITY, TX 77591

**RE: SOLICITATION NAME: Transportation of Human Remains**  
**Contract # CM24099 / Bid # B242002**

Good day,

The resultant contract listed below is eligible for the first extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: CM24099
- Bid Number: B242002
- Solicitation Name: Transportation of Human Remains
- Extension Period: 03/18/2025 – 03/17/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,  
Melissa Fleming  
Contract Administrator  
Galveston County

  
ACCEPTED BY (signature)

*Executive Director*  
TITLE

DATE 12-23-2024

**SPECIAL PROVISIONS  
REQUEST FOR PROPOSAL  
TRANSPORTATION OF HUMAN REMAINS  
GALVESTON COUNTY, TEXAS**

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**SPECIAL PROVISIONS  
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The Special Provisions and the General Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of the agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

**A. PURPOSE:**

The County of Galveston is seeking a vendor or vendors to supply the service of Transportation of Human Remains. Contractor will supply all labor, materials, and equipment for pick-up of human remains from the scene of death or discovery of bodies in Galveston County, Texas. Services will include packaging (body bags), loading, handling, protection, and transportation of bodies to the Galveston County Morgue or other location as requested by the Galveston County Medical Examiner or his designated representative. Services will be provided twenty-four (24) hours a day, seven (7) days a week, including holidays and weekends.

**B. DEFINITIONS (As mentioned in FAR Subpart 52.2—Text of Provisions and Clauses)**

**52.202-1 Definitions.**

**Definitions (Nov 2013)**

When a solicitation provision or contract clause uses a word or term that is defined in the Federal Acquisition Regulation (FAR), the word or term has the same meaning as the definition in FAR 2.101 in effect at the time the solicitation was issued, unless—

- (a) The solicitation, or amended solicitation, provides a different definition; /
- (b) The contracting parties agree to a different definition;
- (c) The part, subpart, or section of the FAR where the provision or clause is prescribed provides a different meaning; or
- (d) The word or term is defined in FAR Part 31, for use in the cost principles and procedures.

**C. GOOD FAITH CASHIERS CHECK:**

**While no proposal or performance bonds are required, proposal must be accompanied by a Cashier's Check, made payable to the County of Galveston in the amount of One Thousand (\$1,000.00) Dollars.** The aforementioned security shall be furnished by the proposer as a guarantee that the proposer will enter into a contract if awarded the work and submit proof of the insurance and bonding requirements described herein. Checks of unsuccessful proposers will be returned at the time of award.

Failure of proposer to commence work within time specified by proposer after award and satisfy the aforementioned insurance/bonding requirements shall constitute forfeiture by proposer of the aforementioned security and retention of same by the County as liquidated damages. No plea of error or mistake in such accepted bid shall be available to the proposer as a basis for the release of his security.

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General information and instructions are contained in the terms and conditions attached. PLEASE READ TERMS AND CONDITIONS CAREFULLY.

**D. BID/PROPOSAL GUARANTEE:**

A bid bond is not a requirement of this solicitation request.

**E. PERFORMANCE AND PAYMENT BONDS**

Performance and Payment Bonds are not a requirement of this solicitation request.

**F. BEST AND FINAL OFFERS (BAFO):**

The Best and Final Offer process is applicable to this solicitation.

**G. PROCUREMENT TIMELINE:**

A timeline for this RFP and initial process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes via addendum:

Advertise RFP (first date of publication)	Thursday, November 30, 2023
Advertise RFP (second date of publication)	Thursday, December 7, 2023
Deadline for Questions & Inquiries	Thursday, December 14, 2023 by 5:00 P.M.
RFP Bid Opening	Thursday, January 4, 2024 at 2:30 P.M.

Interested parties may attend the Thursday, January 4, 2024, 2:30 P.M. bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m26ad9a4819fdf745ee749c72a2c554c8>

**Join by meeting number**

Meeting number (access code): 2498 259 6875

Meeting password: B242002 (2242002 from video systems)

**Tap to join from a mobile device (attendees only)**

+1-415-655-0001,,24982596875## US Toll

**Join by phone**

+1-415-655-0001 US Toll

Global call-in numbers

**SPECIAL PROVISIONS  
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**Join from a video system or application**

Dial 24982596875@galvestoncountytx.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

**H. SUBMISSION INSTRUCTIONS:**

One (1) unbound single-sided original and three (3) single-sided copies must be submitted no later than 2:30 P.M. CST, on Thursday, January 4, 2024:

**Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
County of Galveston  
722 Moody Avenue (21<sup>st</sup> Street), Fifth (5<sup>th</sup>) Floor  
Galveston, TX 77550**

The time stamp clock located in the Purchasing Agent's office shall serve as the official time keeping piece for this solicitation process. Any proposals received after 2:30 P.M. CST on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21<sup>st</sup> Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <https://www.galvestoncountytx.gov/county-offices/purchasing>

**I. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION:**

Proposers desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Proposer, which in the opinion of the County affects all responders or would be prejudicial to other proposers if not communicated, shall be furnished to all proposers as an addendum to the solicitation. Proposers must direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
722 21<sup>st</sup> Street (Moody), 5<sup>th</sup> Floor  
Galveston, Texas 77550  
E-mail: [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us)**

Proposers must e-mail their inquiries (with the subject line "Transportation of Human Remains – RFP #B242002 – Questions") for additional information and/or clarification to the address listed above. The request must include the Proposer's name and the RFP number and title. ***Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the proposals due date.*** Late requests or those not delivered to the proper address may not receive a reply.



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Proposers shall not attempt to contact the County by any other means. The Purchasing Agent's Office shall post the answers to the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Proposal Submission Date. The County, at its sole discretion, may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County's procurement web page. It is Proposer's sole responsibility to ensure receipt of all addenda prior to submitting its proposal. All Proposers should check the County's procurement web page for all addenda prior to submitting a response. The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>.

The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the Proposal and waive the acknowledgement of one or more addenda.

Proposers who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive submittal.

**J. PROGRAM ADMINISTRATION:**

Unless otherwise provided by specific provisions under this agreement, contractor operations and activities related and provided for in this agreement will be under the supervision of the Galveston County Chief Financial Officer or his designated representative who for the purpose of this contract are:

**Sergio Cruz  
Chief Financial Officer  
722 Moody, (21<sup>st</sup> Street), 3<sup>rd</sup> Floor  
Galveston, TX 77550**

and

**TaShonda Edwards,  
Indigent Burial Coordinator  
2516 Texas Avenue, Ste 167  
Texas City, TX 77590**

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The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

**K. SCOPE OF SERVICES AND OBJECTIVE:**

The main objective of the successful proposer is to obtain the pickup and handling of human remains from accident sites, homes, or other locations where death occurs or is discovered, and transportation to the County Morgue or other location as directed by the Medical Examiner or his representative at the lowest possible cost in a professional and dignified manner.

Contractor must maintain an average response time on calls not to exceed 15 minutes with a status report and an estimated time of arrival.

Contractor must comply with all laws, rules, regulations, and procedures for handling of human remains that may apply.

**L. CONTRACT BOUNDARY LIMITATIONS AND DESTINATIONS:**

Services performed under this contract shall be limited to the inside boundaries of Galveston County, Texas. Contractor shall not perform, or shall contractor be paid for, services rendered outside the boundaries of Galveston County, except for the retrieval of bodies located at the Harris County crematorium.

The Medical Examiner's office will be responsible for determining whether the call is inside or outside Galveston County. Contractor shall be paid for all trips requested by Galveston County Medical Examiner. All calls must be dispatched by the Medical Examiner's office.

Services performed under this contract shall be within four designated zones within Galveston County. Zone A includes Galveston Island. Zone B includes all mainland areas of the County. Zone C includes Bolivar Peninsula. Zone D includes Mainland Center Hospital. In those instances where the pick-up point is near or at the border of two zones, Galveston County Medical Examiner shall decide the applicable zone for payment purposes. The Medical Examiner's decision shall be final. If pick-up is requested by the Medical Examiner, it shall be exclusive to the contractor who is awarded this bid. Unless otherwise directed by the Medical Examiner or his representative, human remains shall be transported and delivered to the following address:

**SPECIAL PROVISIONS  
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**Galveston County Medical Examiner  
1205 Oak St.  
La Marque, TX 77568**

With the exception of a large-scale disaster that may require the immediate use of services and equipment provided by another source, any vehicle used in the performance of this contract shall be properly licensed, inspected, insured, and marked to identify it as contract service for the Galveston County Medical Examiner. In all events, all vehicles shall otherwise comply with ordinances, laws, and regulations, as applicable or outlined herein sirens shall be used during performance hereunder. Contractor is required to comply with all traffic laws regarding speed and safety, and Galveston County assumes no responsibility for traffic violations committed by contractor, employees or representatives.

Contractor shall be responsible for complying with instructions from police, sheriff's deputies, state troopers, and/or the Medical Examiner or his representative regarding access to the pick-up site, and shall assume responsibility for violation of instruction from competent authority regarding access to or from the site and for any damage or injury caused to people or property in the performance of this service.

**M. VEHICLES**

Contractor shall provide suitable owned or leased vehicles, which shall remain under custody and control of the contractor throughout the duration of the contract. Vehicles shall be properly equipped for removal and transportation of remains and shall remain available for immediate response at any time, twenty-four (24) hours per day, seven (7) days a week, including weekends and holidays.

In the event of calls from the Medical Examiner of his designated representative requiring pick-up at more than one location simultaneously, contractor shall provide his own personnel, vehicles, and equipment, or secure them from other sources at his expense.

In the event services of equipment by another source as called for by the contractor, contractor shall remain responsible for contract compliance at all times and making payment for these services which he obtains from another source. Payments by Galveston County for services performed under this contract shall only be paid to the contractor awarded this contract.

Vehicles and personnel will be staged in Galveston County at a location that is approximately at the center point of the county to insure prompt response times.

**N. DESCRIPTION OF VEHICLES:**

Proposers are required to state exactly what types and number of vehicles they intend to utilize.

**Contractor shall provide services in unmarked vehicles. No signage will be visible at all except for identifying as contract service for the Medical Examiner.**

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Contractor shall provide vehicles equipped with two-way radios or provide employees with pagers or other forms of communications so that calls may be canceled or changed.

*In the event of a vehicle break down, accident, or any other circumstances that may prevent response to any call within the designated response time, contractor shall notify the Medical Examiner or his representative and immediately make arrangements for replacement vehicles and employees.*

**O. CONTRACT PERSONNEL:**

Contractor employees performing services under this contract shall be trained and fully qualified to handle, protect, load, transport, and generally perform all services associated with this contract. Contractor shall be responsible to provide any training, licenses, permits, or meet other requirements of any ordinance, law, or regulation of competent authority as applicable.

All personnel performing hereunder shall carry identification as a contractor employee or representative and shall display such identification when requested at the pick-up or delivery site upon request by competent authority. Additionally, contractor representatives shall wear on display clip-on tags identifying them as a Contract Cadaver Transporter for the Galveston County Medical Examiner.

Contractor representatives shall present a neat, clean and dignified appearance in dress and demeanor during performance under this contract and are prohibited from smoking while in the pick-up site or being under the influence of alcohol or controlled and regulated substances without a medical prescription at any time during performance under this contract. Contractor representatives shall conduct themselves in a respectful manner and display a proper attitude to relatives, friends, or those at the scene, including the protection of personal belongings, property and related matters.

Galveston County reserves the right to remove any contractor representative, which in the opinion of the Medical Examiner or his representative, has been rude, callous, irreverent, disruptive, or offensive in any manner to friends or relatives of the deceased, or otherwise violated this provision or otherwise reflects unfavorably on Galveston County.

No contractor representative will be permitted to perform services under this contract that has a criminal record of a felony conviction in Texas or any other state. Contractor will make appropriate inquiry of any prospective employee. Galveston County reserves the right to conduct a criminal investigation of contractor and any contractor's employee performing service under this contract and remove from performance any employee who has a criminal record of a felony conviction. Contractor agrees to submit an updated personnel list within ten (10) days of any personnel changes. The list shall include the full name, date of birth, and Social Security Number of employees.

Contractor's representatives shall not perform any service under this contract unless a call has been made by the Galveston County Medical Examiner or his representative and shall not enter the pick-up or death scene until authorized to do so by competent authority. In all cases, every effort shall be made to protect evidence on or near the body or at a criminal scene or protect and preserve personal or other property.

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**P. PERFORMANCE REQUIREMENTS:**

Upon instructions to proceed at the scene by the Medical Examiner or his representative, the following services shall be rendered as a minimum:

- Body shall be placed in a body bag, then secured in a portable litter and loaded in transporting vehicle
- Contractor shall provide all necessary and related supplies in the performance of servicing hereunder including rubber gloves, body bags, "shroud sheets", "one-man cots", "highway cots", "back boards" surgical or odor masks, and any other supplies normally used for this purpose as determined by the contractor. Galveston County shall not be responsible for the payment or reimbursement of any costs not specifically identified by the bidder in this bid.

Contractor shall be provided with the key code to the Galveston County Morgue so that delivery of bodies may be made. Contractor agrees not to enter to County Morgue facilities for any reason except in connection with delivery of a cadaver or in response to a call from the Medical Examiner. The code shall not be shared with any third party.

Contractor's representatives shall enter required information in a log at the morgue upon arrival, and shall prepare and attach a toe tag to the right or left great toe of each body. If toes are missing, the tag is to be placed on the body or piece of clothing that will not be dislodged during transport.

After tagging, unless otherwise directed by the Medical Examiner or his representative, the body shall be placed on a cot or backboard.

**Q. CONFIDENTIALITY:**

Except to the Medical Examiner, his representative, or other competent authorities, Contractor agrees not to reveal or disclose any information relating to any case in which services are provided hereunder, including identification of deceased, address or location, circumstances surrounding death, criminal evidence, or any other pertinent information.

**R. ADVERTISING AND SOLICITATION:**

Contractor is prohibited from, and expressly agrees not to use the award of this contract of performance of services hereunder as advertisement or otherwise, for the purpose of soliciting or obtaining business from other sources, and shall not include any information relating to this contract in business from other sources, and shall not include any information relating to this contract in business cards, pins, labels, patches, or any other manner which could be construed as advertising, solicitation, or as an official extension of a Galveston County department or agency.

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**S. BILLING:**

On the last day of each month, Contractor shall submit an invoice for payment of all services rendered that month. The invoice shall include the name of deceased, number, date, location, response time in minutes to pick-up point from time of call, and cost of all pick-ups and deliveries made during that month. The report shall be mailed, emailed or hand delivered to:

**Sergio Cruz  
Chief Financial Officer  
722 Moody, (21st Street), 3rd Floor  
Galveston, TX 77550**

**-And-**

**Galveston County Medical Examiner  
1205 Oak St.  
La Marque, TX 77568**

**T. PAYMENT PROCEDURE:**

Upon receipt of invoice, the Medical Examiner shall attempt to promptly verify invoiced items are forward the invoice to the Director of Professional Services. Payment shall be sent to address provided by contractor and made no later than the 30th day after receipt of invoice by Professional Services.

*None of the provisions of this contract for services are intended to create, nor shall be deemed to create, any relationship between Galveston County and Contractor other than that of independent entities contracting with each other solely for the purpose of effecting the provisions of this contract.*

**U. NO MINIMUM GUARANTEE:**

Neither Galveston County nor the Medical Examiner guarantees either a minimum or maximum number of pick-ups or a minimum or maximum amount of compensation under this contract.

**V. INDEPENDENT CONTRACTOR:**

In the performance of work, duties and obligations under this agreement, Contractor is at all times acting and performing as an independent contractor with complete control over the means, manner, and method by which services are rendered. Contractor will provide all tools and equipment.

Contractor shall be solely responsible for all IRS tax reporting and quarterly payments of estimated tax, FICA payments, and any other tax withholding required by State or Federal governments.

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Contractor is not an agent or employee of the county for any purpose, it is not eligible for, nor will it be permitted to participate in, any employee benefit plans which are normally accorded to employees of the county, including vacation and sick leave, retirement plans, disability and workman's compensation.

County assumes no liability to any third party of any action, inactions or deeds taken by contractor, its agents, employee or representatives in the performance services.

**W. PRE-AWARD SURVEY:**

After proposal opening and prior to award, County reserves the right to make a pre-award survey of any or all proposer's equipment to be used in the performance of work under this solicitation. Proposer agrees to allow all reasonable requests for inspection of such equipment with two (2) days advance notice. Failure to allow such an inspection shall be cause for rejection of bids as non-responsive. Galveston County reserves the right to reject equipment as unacceptable for performance under this solicitation as a result of such pre-award survey. In addition, proposer's reputation relating to quality of performance may also be used for purposes of evaluating proposer's suitability for award under this solicitation.

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**X. EVALUATION CRITERIA AND AWARD:**

The County shall make the award to a responsible contractor possessing the ability to perform successfully under the terms and conditions of the proposed procurement, giving consideration to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The proposer may be required before the award of any contract to show to the complete satisfaction of the County that it has the necessary facilities, ability and financial resources to provide the service specified therein in a satisfactory manner. The proposer may also be required to give provide previous history and references in order to satisfy the County with regard to the proposer's qualifications.

The County may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to the County all information for this purpose that may be requested. The County reserves the right to reject a proposal if the evidence submitted by, or investigation of, the proposer fails to satisfy the County that the proposer is properly qualified to carry out the objectives of the contract and to complete the work described therein.

All proposals shall be open for public inspection after award. Galveston County will consider many evaluation factors; of which price is only one factor and will receive proposals from all responsible proposers.

The award of the contract shall be made to the responsible proposer whose proposal is determined to be the best evaluated offer taking into consideration the relative importance of price and other evaluation factors set forth in this Request for Proposal.

**Evaluation factors include but are not limited to the following:**

<b>Price</b>	<b>30%</b>
<b>Proposer's Experience</b>	<b>30%</b>
<b>Response Time</b>	<b>10%</b>
<b>Proposer's Financial Strength</b>	<b>5%</b>
<b>Ability to Comply with Proposal Terms and Conditions</b>	<b>25%</b>

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**Y. REQUIRED DOCUMENTS CHECKLIST**

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

Items:	Confirmed (X):
1. Required Documents Checklist (this page)	_____
2. Addenda Acknowledgement (if any)	#1 _____ #2 _____ #3 _____ #4 _____
3. One (1) original, three (3) copies of submittal	_____
4. ATTACHMENT A - Vendor Qualification Packet	_____
5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility	_____
6. ATTACHMENT C - Certification Regarding Lobbying Form	_____
7. ATTACHMENT D - Non-Collusion Affidavit	_____
8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	_____
9. ATTACHMENT F - Prohibition on Contracts with Certain Companies	_____
10. ATTACHMENT G - Information for Notice	_____
11. ATTACHMENT H - References	_____
12. THREE (3) SIGNED CONTRACTS (included in bid packet)	_____
13. BID SHEET	_____
14. LINE-ITEM DETAIL SHEETS	_____