



THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM PURCHASING AGENT

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

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

September 2, 2025

Honorable County Judge
Honorable County Commissioners' Court
Galveston County Courthouse
Galveston, Texas 77550

RE: RFP #B232025, Indigent Burial Services Contract #CM23434

Gentlemen,

The contract associated with RFP #B232025, Indigent Burial Services is scheduled for its second extension on November 30, 2025. The contracted vendor for this service is Carnes Brothers Funeral Home.

No amendments to the agreement are 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 cursive script that reads "Veronica Van Horn".

Veronica Van Horn
Interim Purchasing Agent

Dickey, Tammy

From: Fleming, Melissa
Sent: Monday, August 18, 2025 2:28 PM
To: Dickey, Tammy
Subject: FW: B232025 - Indigent Burial Services
Attachments: Galveston County Indigent Renewell.pdf

Hi Tammy,

This is for B232025 - Indigent Burial Services.

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@galvestoncountytexas.gov



Principles and Practices of Public Procurement

Accountability, Ethics, Impartiality, Professionalism, Service, Transparency

From: Monterrubio, Christian <Christian.Monterrubio@galvestoncountytexas.gov>

Sent: Tuesday, August 12, 2025 4:50 PM

To: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>

Cc: Huallpa, Diana <Diana.Huallpa@galvestoncountytexas.gov>

Subject: Re: B232025 - Indigent Burial Services

Good afternoon Melissa,

Apologies for the delay in responding. Yes, we would like to proceed with the second extension of the contract for Indigent Burial Services with Carnes Brothers Funeral Home.

Please let us know the next steps.

Thank you.



THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

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

Monday, August 18, 2025

CARNES BROTHERS FUNERAL HOME
1201 TREMONT
GALVESTON, TX 77550

RE: SOLICITATION NAME: Indigent Burial Services
Contract # CM23434 / Bid # B232025

Good day,

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

- Contract Number: CM23434
- Bid Number: B232025
- Solicitation Name: Indigent Burial Services
- Extension Period: 11/30/2025 11/29/2026

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

Franklin W. Carnes

ACCEPTED BY (signature)

DATE August 18, 2025

President - Carnes Brothers
TITLE FUNERAL HOME INC.

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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.

The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>.**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business: <https://galvestoncountytexas.bonfirehub.com/portal/?tab=login>

There is no cost to register as a vendor. For more detailed clarification and information on how to register and submit your bids and proposals through Bonfire, click on the video link below:

Submission Video: <https://support.gobonfire.com/hc/en-us/articles/203903356-Vendor-Registration-and-Submission->

A. PURPOSE:

Galveston County, Texas (the County) issues this Request for Proposal (RFP) seeking a vendor to provide Indigent Burial Services for Galveston County. Successful contractor shall comply with all specifications listed in this Request for Proposal.

This invitation is open to businesses actively engaged in Burial Services. Proof of capability may be required prior to the award of a contract.

B. DESCRIPTIONS OF REQUIREMENTS OF THE CONTRACTOR:

The County Indigent Burial Service's Coordinator is responsible for determining the eligibility of the deceased, as an indigent burial. The contractor is responsible for all aspects of the burial or cremation process, including transportation, preparation, containment, securing, opening and closing a plot, embalming, preparation and dressing the body for burial, shelter remains and provide funeral services. Galveston County will select those services to be provided by the successful contractor on a case by case basis. Galveston County reserves the right to use services secured gratis from agreement (s) with other community sources for item (s) also listed herein

At the time of submitting a proposal, the contractor must disclose and submit for approval, to the Galveston County's Contract Services (the Department), any and all subcontractors that will be performing functions for the contractor prior to any involvement in the burial process described in these specifications. The contractor may not subcontract for any part of the services or items required by this contract except as disclosed in this bid.

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The Department will give written authorization to the contractor when a body of an indigent resident is to be picked up and prepared for burial or cremation. The contractor shall take possession of the body at the morgue, the medical examiner's office, or any other location within Galveston County or within a 50-mile radius of Galveston County, and transport the body to the contractor's facility or a subcontractor's facility.

C. HISTORICALLY UNDERUTILIZED BUSINESS ENTERPRISE (HUB) PARTICIPATION:

It is the goal of the Galveston County Commissioners' Court to have Historically Underutilized Business enterprises (HUB) and labor surplus firm's participation when providing services under a contract. If proposer(s) awarded a contract as a result of this solicitation effort do not hold a HUB certification/designation, then the Awardee shall make and demonstrate a good faith effort to include the services of HUB participation under a contract. As part of a good faith effort, Awardee agrees to work with and assist in meeting HUB targets and goals, as may be required by any rules, processes or programs that have a requirement for such. Such assistance may include such things as compliance with reporting requirements, provision of documentation, consideration of Certified/Listed sub-contractors, provision of documented evidence that an active participatory role for a HUB entity was considered in a procurement transaction, etc.

The term HUB as used in this solicitation, is understood to encompass all programs, business enterprises such as Small Disadvantaged Businesses (SDB) Disadvantage Business Enterprises (DBE), Minority

Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), and Disabled Veteran Business Enterprises (DVBE).

There are many designations other than "HUB" used across the country within various jurisdictions. Examples include terms such as Disadvantaged Business Enterprise (DBE), Minority Owned Business Enterprise (MBE), Woman Owned Business Enterprise (WBE), Small Disadvantaged Business (SDB), Small, Woman or Minority-owned Business (SWAM), etc. Regardless of the formal designation, the overall objective of the relevant programs are basically the same, i.e. to insure that disadvantaged and underutilized members of the business community receive a fair share of public spending. The term HUB as used herein shall be understood to encompass all such programs/business enterprises, no matter what terminology is used.

The terms "Certified" and "Listed" as used in conjunction with HUB programs relate to the process of HUB qualification review. Jurisdictions usually require that companies claiming HUB status be reviewed and confirmed as meeting certain minimum requirements to claim that status, and that the review and confirmation process be carried out by certain designated entities. They are then "Certified" or "Listed" by having their name included on an official listing published by the Certifying or Listing Authority.

The procurement efforts of the County of Galveston, especially when federal funding is involved, are subject to various requirements relative to purchasing goods and services from Historically Underutilized Business Enterprises (HUBs). These requirements are promulgated by federal and state governmental authorities, and may include measurable criteria such as "percentage of total dollars spent directed to

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HUBs", "number of HUB contractors used", "HUB subcontractors employed by primary contractors", etc. These requirements are generally formalized in goal-oriented programs.

D. 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.

E. BID/PROPOSAL GUARANTEE:

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

F. PERFORMANCE AND PAYMENT BONDS

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

G. BEST AND FINAL OFFERS (BAFO):

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

H. 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, September 7, 2023
Advertise RFP (second date of publication)	Thursday, September 14, 2023
Deadline for Questions & Inquiries	Wednesday, September 20, 2023 by 5:00 P.M.
RFP Bid Opening	Friday, October 6, 2023 at 2:00 P.M.

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Interested parties may attend the Friday, October 6, 2023, 2:00 P.M. bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=mef2c1c31434ba358ff832ff57d722b5f>

Join by meeting number

Meeting number (access code): 2491 798 2118

Meeting password: B232025 (2232025 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24917982118## ## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24871502550@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

I. SUBMISSION INSTRUCTIONS:

Bonfire Interactive will be utilized to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Walk-in” or “mailed-in” proposal submittals are still allowed, however, Bidders are strongly encouraged to submit their proposals electronically online via Galveston County’s e-Procurement Portal located at, <https://galvestoncountytexas.bonfirehub.com/>. Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox are web browsers that are proven to work well. JavaScript and browser cookies must be enabled.

Specifications can be obtained on the same e-Procurement Portal,

<https://galvestoncountytexas.bonfirehub.com/>

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire’s help forum at <https://bonfirehub.zendesk.com/hc>.

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One (1) unbound original and three (3) copies must be submitted no later than **2:00 P.M. CST**, on **Friday, October 6, 2023**:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) 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 **2:00 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, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <https://www.galvestoncountytexas.gov/county-offices/purchasing>

J. TYPE OF CONTRACT:

The initial term of the contract shall be one (1) year with two (2) one (1) year options to renew, mutually agreeable by both parties. The total contractual period shall not exceed three (3) years unless otherwise superseded by the resultant contract language.

In an effort to satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results shall be used by the County to determine if the contract extensions will be considered.

K. COLLATERAL CONTRACT:

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

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L. INVOICES AND PAYMENT:

Invoices for services rendered under this contract shall be prepared monthly and rendered for payment to the County of Galveston's Auditing Department in the month following the month within which the services were received. All invoices must have a Purchase Order Number listed on the invoice to be prepared properly processed. The County Auditor's address is as follows:

**Galveston County Auditing Department
Attn: Accounts Payable
P.O. box 1418
Galveston, Texas 77553**

M. 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 21st Street (Moody), 5th Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us**

Proposers must e-mail their inquiries (with the subject line **"Indigent Burial Services – RFP #B232025 – 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 seven (7) calendar days prior to the proposals due date.*** Late requests or those not delivered to the proper address may not receive a reply. 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>.

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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.

N. 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 Community Services Director or his designated representative who for the purpose of this contract are:

TaShonda Edwards, Indigent Burial Coordinator
Galveston County
5115 Hwy 3
Dickinson, Texas 77539
Telephone: (409) 770-5585

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.

O. FUNERAL SERVICES:

Funeral Services shall be carried out with utmost dignity, decorum and solemnity, with at least one agent of the contractor who is licensed by the Texas Funeral Services Commission in attendance and in accordance with applicable Texas laws and the rules and regulations of the Texas Funeral Service Commission.

Whenever it is not possible to embalm a decedent who is scheduled for burial, then it is the responsibility of the contractor to prepare the body in such a way as to decrease as much as possible any offensive odors. This will include, but not limited to the use of industry standard deodorizing agent on the body and placing the body in an industry standard body bag (s) that will minimize the escape of offensive odors.

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A normal, respectable casket and lining will be used at the time of service or viewing, appropriate to body size and complete with pillow and bed.

Contractor will coordinate with the Galveston County, Cemetery, Crematory, and other parties as necessary to perform funeral services.

Whenever possible and applicable cultural and religious preferences of decedent and next of kin will be taken into account with regards to embalming.

The body shall be cared for and interred or cremated in strict conformity with the laws of the State of Texas and rules and regulations of the Texas Funeral Service Commission.

The body shall be attended by, and interred or cremated in the presence of a funeral director licensed by the State of Texas.

A minimum of a doeskin covered wood product type or metal Ziegler type coffin will be used for interment. Caskets for interment will be utilized based on the size of the decedent per the following:

- Premature, still born or other child (up to 12months)
- Bodies up to 250 pounds
- Bodies from 251 to 400 pounds
- Bodies over 400 pounds
- Bone fragments and body parts

Cremated remains will be returned to family members.

The body shall be placed in a coffin in a natural position, after being cleaned and hair being combed and being properly clothed as required by law.

The contractor shall be responsible for transporting the body to the grave site or crematory.

The contractor shall obtain the death certificates and burial or cremation permits from the proper authorities as prescribed under Chapter 193, Texas Health and Safety Code. The certificates and permits must be available at the time of interment or cremation. Death certificates must be filed with the bureau of vital statistics.

The contractor shall complete the interment or cremation of a body within a reasonable length of time after authorization by the Department.

The grave shall be properly covered, with the top of the coffin interred not less than twenty-four (24) inches below the natural surface of the ground. The contractor will ensure that each interment is individually buried, and plots are individual marked.

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The contractor will ensure that the interment occurs in a cemetery that is approved by the State of Texas, maintained in a respectful and presentable manner and that the interment takes place in a plot obtained by the contractor within Galveston County. The grounds will be leveled after each burial and mowed at least twice per month during the months of May, June, July, August, and September. Mowing will be once a month during the balance of the year. Further, special care should be taken to ensure grave markers remain visible and intact, which may require weed eating and/or edging. Grounds (including fencing) will be maintained and kept level during the duration of this contract, cemetery grounds will be inspected by a designated County employee. If it is determined that the cemetery grounds do not meet the County's approval, the contractor will have 30 days to remedy the issues.

Contractor will maintain an accurate, professional and current layout of the cemetery, hereby known as the "Cemetery Map" or "Map." This Map will serve as an identification tool for family members looking to place a grave marker, and for easy identification of each plot, as needed. An updated Map should be furnished to the County on a quarterly basis.

The entire interment or cremation procedure is subject to inspection at any time by the Department. The contractor shall notify the Department within 48 hours prior to each scheduled burial.

Contractor will be required to make arrangements for friends and family of the deceased to view the body.

Contractor will be required to coordinate religious services for the deceased utilizing a minister chosen by the family, or if no family available, the service may be conducted by a minister of any religious

organization or licensed funeral director. The service may be conducted at the gravesite or in an appropriate room at the contractor's facility, lasting no more than one hour in duration. Any other licensed funeral director may claim a body from the contractor at the request of the deceased. The family, not the County, then will be liable for all expenses incurred by the contractor.

P. ELEMENTS OF PROPOSAL:

The following information must be provided in each proposal:

- **Business Organization**
State the full name of the business/organization and, if applicable, any branch or affiliated office that would be engaged to perform work on this project. Indicate whether the organization is a sole proprietorship, partnership, or corporation. Additionally, a brief history of the business/organization needs to be included.
- **Qualifications**
Provide qualifications of any executive/professional personnel that will be engaged to perform work completed in this proposal. Identify key individuals by name and title.

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- **References**

Provide three references with whom your business/organization has provided similar work with the last three years. References should reflect audits completed for various entities within the State of Texas. For a minimum, include the organizations name, contact person, their contact information, and a description of the work performed.

Q. PROCUREMENT PROCESS:

- **Proposer Expenses**

Costs and expenses relating to the preparation of a proposal and its submission shall be borne solely by the Proposer. The County is not responsible for any cost or expense incurred by any Proposer in the preparation or submission of its proposal.

- **Format for Proposal**

In order for the proposal to be considered responsive, the Proposer must respond to each and every component outlined in the order shown in this RFP using the format prescribed for each component. A proposal that fails to follow this format or that takes exceptions or is incomplete or conditional may be rejected as being non-responsive. Proposals must be clear and concise. The determination to reject a proposal as being non-responsive shall be at the sole discretion of the Purchasing Agent.

The County reserves the right to offer these alternatives to other proposers.

- **Ad Valorem Taxes**

The Proposer shall be responsible for any ad-valorem taxes assessed by any governmental entity on its leasehold and shall pay such taxes prior to the date of delinquency. Provided however, that nothing herein shall prevent a Proposer from legitimately challenging the validity of an ad-valorem tax assessment.

R. CORPORATE EXPERIENCE:

Included in this section, the Proposer shall provide a summary of its current and recent history of past performances relating to providing Indigent Burial Services. Please address the following information for each item listed below:

1. **Company Profile**

- a. Specify the date organized and type of organization (partnership, corporation, etc.) for providing Indigent Burial Services. Include a brief history of the organization, management structure, current services provided, and any other relevant information pertinent to demonstrating the Proposer's capability. Include location of corporate headquarters, parent company identification, and subsidiary or affiliate identification if applicable).

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- b. Describe a minimum of two, if any, similar or larger communities with whom you presently have or have provided Indigent Burial Services. All proposers are to notate if Indigent Burial Services have not previously been provided by the company. All proposers are to include the following information:
- Client name, address, and telephone number;
 - Date of original contract and expiration date;
 - Number of renewals, if applicable
- c. List all contracts lost or not renewed in the last three years and list contact person and telephone number for those contracts. Please provide a narrative describing reason that contracts have not been renewed. Proposer must specifically identify any contracts from which they have asked to be relieved or any contracts that have been cancelled prematurely.
- d. Discuss any corporate reorganization or restructuring that has occurred within the last three years and discuss how the restructuring will impact upon the Proposer's ability to provide services proposed. Discuss any announced pending mergers or acquisitions which affect the information on corporate organization listed above.
- e. Describe other current or anticipated contractual obligations that have been awarded that will coincide with terms of this contract.
- f. Provide an organization chart delineating corporate office organizational structure. Include a project organizational chart showing your proposed service team for this contract.

Proposer is cautioned that it is Proposer's sole responsibility to submit information related to the evaluation categories and that the County of Galveston is under no obligation to solicit such information if it is not included with the proposal. Failure of the Proposer to submit such information may cause an adverse impact on the evaluation of the Proposer's proposal.

The County reserves the right to consider historic information and facts gained from the Proposer's proposal, references, or other objective data in the evaluation process.

2. Financial Statements

If requested, Proposer shall provide audited financial statements that have been audited by an independent Certified Public Accountant (CPA) or CPA firm for the preceding two-year period.

If Proposer is a wholly owned subsidiary of another company or corporation, and Proposer does not possess audited financial statement, then unaudited financial statements for the subsidiary for the preceding two-year period must be submitted as supplemental information to the company's financial statements in order to meet this requirement. Audited financial statements shall be submitted to the County annually during the term of this contract.

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Proposer shall provide the two most recent Dun & Bradstreet ratings for the company, and for the parent corporation, if applicable.

3. References

Proposer shall use the Proposal Response Sheet (ATTACHMENT H - References) provided to provide the following reference information:

- a. The names, business address, and telephone and facsimile numbers of at least three (3) individuals and/or organizations who can attest to the proposer's capability of the Proposer to carry out the requirements in this proposal.
- b. The names, business address, and telephone and facsimile numbers of at least three (3) of Proposer's major suppliers who can speak to the financial capability of the Proposer to carry out the requirements in this proposal.
- c. Proposer may supplement on separate pages if it desires to provide more than the minimum references.

4. Proposer Qualifications

Proposer expressly affirms and certifies that it:

- a. is a duly qualified, capable, and otherwise bondable business entity;
- b. has a minimum of five (5) years' experience in the provision of Indigent Burial Services;
- c. is not in receivership;
- d. does not owe any back taxes within Galveston County, Texas;
- e. is able and capable of performing its duties under this contract through its own resources without subcontracting or assignment;
- f. is normally engaged in this type of business; and
- g. is familiar with and will abide by all laws, regulations, and customs applicable to this type of service.

5. Noncompliance with required RFP Information

Any Proposer unable to comply with any requested information must furnish the reason for such inability.

6. Disaster/Contingency Plan

Proposer will submit a contingency emergency plan to provide services in the event of a force majeure.

7. Licenses/Permits

All licenses or permits required by any State, County, or other governmental authority shall be secured by Proposer at its sole cost and expense.

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S. DOCUMENTATION:

Proposer shall respond to each and every component in the order of this RFP. In addition, Proposer must include the following with its proposal or subsequent to award as applicable:

- Exceptions to RFP Conditions, if applicable;
- Describe and label any alternatives to proposal, if applicable;
- Certificate of Insurance and original endorsement (in Vendor Qualification Packet);
- All items required under Corporate Experience, (use form provided for reference information and notice information);
- Disaster/Contingency plan;
- Policy on press relations;
- Description of quality control and audits;
- FEIN Number;
- Signature of authorized representative on Proposal Response Sheet - Proposal;
- Complete mailing address of Proposer, including telephone number and facsimile number and name of authorized representative;
- Information on mergers or acquisitions in which the Proposer is involved, if any.
- **All items listed on the Required Documents Checklist.**

The remainder of this page intentionally left blank

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T. EVALUATION CRITERIA AND AWARD:

The award(s) will be made to the responsible proposer(s) whose proposal is determined to be the best evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. In awarding the contract, the Evaluation Committee may take into consideration the proposer's skill, capacity, experience, support capabilities, previous work record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant.

The requested services will be awarded primarily based on the evaluation criteria listed below as well as complying with the provisions as stated in the General Provisions, Item 18, Award of Proposals – Evaluation Criteria and Factors.

The County will evaluate qualifications according to factors which include, but may not be limited to, the following:

Burial Services Pricing:	30 points
Completeness of Proposal (Corporate experience; Documentation):	35 points
Record Keeping:	15 points
Location of Burial Plots:	10 points
Sensitivity to families:	5 points
Hours of access by a designated County staff:	
(one (1) point for each hour available by phone or fax):	5 points

U. DISASTER AND EMERGENCY RESPONSE:

The Galveston County Commissioners' Court recognizes the vulnerability of Galveston County citizens and their communities to damage, injury, and loss of life and property resulting from disasters. Such events require 24/7 responses from emergency first responders, government employees, various elected and appointed officials, state and local representatives, and other emergency management personnel.

In an effort to satisfy cost reasonableness responsibilities and reimbursement initiatives in times of declared emergencies or disasters and their recovery efforts, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specifications listed herein and in the resultant contract. These services shall be solicited on the open market with the same specifications as listed herein and as stated in the resultant contract, however, may include scope changes due to the unknown status of the emergency. The County of Galveston reserves the right to utilize the most advantageous and cost-effective solution(s) during the duration of the declared event and recovery period in an effort to relieve the taxpaying citizens of increased burden and financial hardship.

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V. ATTACHMENT J - Proposal Response Sheet

An authorized representative of the Proposer shall sign, warranty and guarantee, and tender the proposal. For assistance in ensuring that the County is able to identify the authorized representative, please either type or print clearly, in ink, the following:

Proposer, _____, hereby proposes to provide Indigent Burial Services. Proposer hereby agrees to all of the terms and provisions in the Request for Proposal. All exceptions and alternatives stated, and Proposal Response Sheets, all of which are incorporated into Proposer's proposal.

Name and Address of Proposer:

Proposer's Federal Identification Number is: _____

Telephone Number: _____ Facsimile Number: _____

Principal authorized to bind Proposer:

Name: _____

Signature: _____

Title: _____

Date: _____

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Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

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ATTACHMENT J - Proposal Response Sheet (cont.)

Line Item Details:

All proposers must submit pricing information on the following table:

Item #	Code	Description	Quantity	Unit	Unit Price	Extended Price
0001	95200	Yearly INDIGENT STANDARD BURIALS	35	EA	\$	\$
0002	95200	Yearly INDIGENT STANDARD CREMATIONS	15	EA	\$	\$

***IF PROPOSING AN ALTERNATIVE, PROVIDE THE ALTERNATIVE WITH THIS PROPOSAL RESPONSE SHEET.**

The remainder of this page intentionally left blank

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W.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. ATTACHMENT I- Contract	_____
13. ATTACHMENT J – Proposal Response Sheet	_____