

INVITATION FOR BID

Cremation Services

For

Macon-Bibb County

BID NUMBER: 21-053-LH

96270

95264



MACON BIBB COUNTY, GEORGIA

ISSUED: May 28, 2021

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY,
June 10, 2021

Macon-Bibb County Procurement Department
(Attn: Laura Hardwick)
700 Poplar Street Suite 308
Macon, Georgia 31201

GENERAL

A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids in the Macon Bibb Commissioner's Chamber Room, 700 Poplar Street, 2nd Floor, Macon, Georgia 31201, until **12:00 noon on Thursday, June 10, 2021 for 21-053-LH Cremation and Storage Services** for the Macon-Bibb County Government.

NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.

2. Vendor may include multiple bids in the sealed bid envelope/package with various optional equipment packages for Macon-Bibb County to evaluate to determine which vehicle offers the best value to Macon-Bibb County.
3. Questions regarding the bid are due **June 4, 2021 by 5:00 p.m.**
4. Bids will be publicly opened and read in the Macon Bibb Commissioner's Chamber Room on **June 10, 2021** starting at **2:00 pm.**
5. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Small Business Affairs at (478) 803-2819 or via email cstephens@maconbibb.us; contact person name is Charise Stephens.

B. Bid Documents

6. Bid documents will be made available at the Macon-Bibb County Procurement Department, Government Center, 700 Poplar Street, Suite 308, Macon, GA 31201, (478) 803-0554 or www.maconbibb.us/procurement under active solicitations.

C. Sealed Bids

SEALED Bids shall be delivered or mailed to:

Macon-Bibb County Procurement Department

Attn: Laura Hardwick

700 Poplar Street, Suite 308

Macon, GA 31201

478-803-0554

Lhardwick@maconbibb.us

Mark the outside of the envelope “Bid # 21-053-LH – “Transport Services for Deceased Person’s ”

D. Forms

1. The enclosed Macon-Bibb County bid form shall be used. Use of other bid documents may deem the bid to be non-responsive.
2. “Attachment A” must be completed and included with the bid; failure to include completed, signed, and notarized forms (as applicable) may deem the bid non-responsive. Any “Attachment A” documents which are not applicable to a vendor shall be marked “Not applicable” and submitted with all other “Attachment A”. For example, an automobile dealership which does not intend to use subcontractors shall mark the “List of Subcontractors” form in the “Attachment A” documents “Not applicable” and submit that document with the other “Attachment A” documents.

E. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

F. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

G. Reservations

1. Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid non-responsive.

H. Insurance

Insurance Requirements

All deductibles shall be paid for by the Bidder.

Required Insurance Coverages. The Bidder also agrees to purchase and have the authorized agent state on the insurance certificate that the Bidder has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. 50-21-37.

The minimum required coverages and liability limits are as follows:

Workers' Compensation Insurance. The Bidder agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

Employers' Liability Insurance. The Bidder shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- | | | |
|-------|---------------------------------|--------------------------------|
| (i) | Bodily Injury by Accident | \$1,000,000 each accident |
| (ii) | Bodily Injury by Disease | \$1,000,000 each employee; and |
| (iii) | Bodily Injury/Disease Aggregate | \$1,000,000 each accident |

Commercial General Liability Insurance. The Bidder shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

| Coverage | Limits |
|--------------------------------------|----------------------------|
| 1. Premises and Operations | \$1,000,000 per Occurrence |
| 2. Products and Completed Operations | \$1,000,000 per Occurrence |
| 3. Personal Injury | \$1,000,000 per Occurrence |
| 4. Contractual | \$1,000,000 per Occurrence |
| 5. General Aggregate | \$2,000,000 per Project |

Additional Requirements for Commercial General Liability Insurance are as follows:

Commercial business Automobile Liability Insurance. The Bidder shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.

Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

Failure of Insurers. The Bidder is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

Additional Insured: Bidder shall add Owner as an additional insured and list bid name and number under the commercial general and automobile policies.

Scope of Services

Macon-Bibb county is seeking a qualified Contractor for cremation services and storage of human remains. Upon award, the successful Contractor shall provide services on an as needed basis. Contractor shall include all supplies, materials, equipment required to perform the requested services stated in this Invitation for Bid.

Minimum Requirements

The Contractor must have at least five (5) years of verifiable experience performing cremation and storage of deceased human remains as specified in this Scope of Services.

The Contractor must be licensed to do business in Macon-Bibb County, and perform all services required and specified in accordance with all applicable laws and regulations including but not limited to those laws and regulations governing the transport, handling, storage, and cremation of human remains coupled with the disposition of cremains.

- 1.1 Cremation services must be authorized by a designated official of the Macon-Bibb Coroner's Office before the release of the remains.
- 1.2 Cremation must take place within 72 hours after approval from Macon-Bibb authorized personnel, unless there are extenuating circumstances.
- 1.3
- 1.4 Upon receipt of call from Macon-Bibb Coroner's Office, the Contractor must respond to the given location and provide a minimum of two (2) qualified personnel on every call for removal/transport of deceased individual.
- 1.5 The Contractor's employees and agents must be professionally dressed always and shall provide services in a professional and diligent manner. The employees and agents must have on identification badges when responding to calls for transporting of deceased.
- 1.6 The collection of human remains shall be available 24 hours per day, 7 days per week, 365 days per year. The successful Contractor shall retrieve human remains within four hours of the Contractor's receipt of notice from the person or institution having initial custody of the human remains. However, in the event the notice to the successful Bidder is not accompanied by court order, the four-hour time period does not begin until the successful bidder receives the required court order.
- 1.7 The successful Contractor shall keep detailed and accurate records of deceased person retrieved by, transported by, or cremated by the Contractor.

- 1.8 Macon-Bibb County reserves the right to inspect the Contractor's facility as to where the remains shall be held prior to receiving a contract.

BID FORM

| Description of Services | Per Unit Cost: | Total Cost |
|--|----------------|------------|
| Cremation Price shall include Certificate of Cremation, all applicable paperwork and Final Disposition of cremated remains. | \$ | \$ |
| Storage Fee shall include transportation from Macon-Bibb County to the Contractor's location site. | \$ | \$ |

Note: The fee set forth on the Bid Form shall constitute all applicable fees and no other fees shall be allowed. Bidder shall provide the name of the primary point of contact and the facility location.

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME (TYPED OR
PRINTED): _____ TITLE: _____

COMPANY _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

FAX: _____

Email: _____

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Bidder acknowledged receipt of the following addendum, if issued, to the Invitation for Bid. If none received, write "None Received."

| | |
|--------------|--------|
| Addendum No. | Dated: |
| Addendum No. | Dated: |
| Addendum No. | Dated: |
| Addendum No. | Dated: |
| Addendum No. | Dated: |

| | |
|------------|--|
| Firm | |
| Signature | |
| Print Name | |
| Title | |
| Date | |