

RESOLUTION NO. 2016 - 74

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFP NO. 16-27 AND TO EXECUTE AGREEMENTS FOR TRANSPORTATION OF CADAVERS FOR THE SJC MEDICAL EXAMINER'S OFFICE.**

**RECITALS**

**WHEREAS**, the County desires to enter into contract with Kotrady Hudgins Funeral Services, LLC to provide a Transportation of Cadavers for St. Johns County in accordance with RFP No. 16-27; and

**WHEREAS**, the scope of the services will be to provide any and all necessary labor, equipment, materials, transportation, and supervision to transport cadavers to the St. Johns County Medical Examiners Building; and

**WHEREAS**, through the County's formal RFP process, Kotrady Hudgins Funeral Services, LLC was selected as the highest ranked firm to enter into a contract with the County to perform the work referenced above; and

**WHEREAS**, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

**WHEREAS**, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA**, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP 16-27 to Kotrady Hudgins Funeral Services, LLC and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFP 16-27.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 15<sup>th</sup> day of March, 2016.

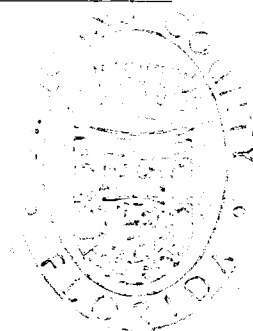
**BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA**

By: [Signature]  
Chair

ATTEST: Hunter S. Conrad, Clerk

By: [Signature]  
Deputy Clerk

**RENDITION DATE** 3/17/16





**MASTER CONTINUING CONTRACT AGREEMENT**

**BID NO:** \_\_\_\_\_;  
**Master Contract #:** \_\_\_\_\_

This Contract Agreement is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between **St. Johns County, FL**, a political subdivision of the State of Florida, with principal offices located at 500 San Sebastian View, St. Augustine, FL 32084, hereinafter referred to as "**St. Johns County**" or "**County**", and \_\_\_\_\_, authorized to do business in the State of Florida, hereinafter referred to as the "**Contractor**", with mailing address \_\_\_\_\_, Phone: ( ) - \_\_\_\_\_, Fax: ( ) - \_\_\_\_\_ and email: \_\_\_\_\_.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

**ARTICLE 1 – DURATION and RENEWAL**

This Contract Agreement shall become effective on \_\_\_\_\_, shall be in effect for an initial contract term of \_\_\_\_\_ ( ) calendar year, and may be renewed for up to a maximum of \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) year periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. While this Contract Agreement may be renewed as stated in this Article, it is expressly noted that St. Johns County is under no obligation to renew or extend this Contract Agreement. It is further expressly understood that the option of renewal is exercisable only by St. Johns County, and only upon the County’s determination that the Contractor has satisfactorily performed the Services noted in the Contract Documents.

**ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS**

The term "Contract Documents" shall consist of all Bid Documents and any addenda/exhibits thereto; all Specifications; this Contract Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all duly executed Change Orders. Any representations, whether verbal or written, that are not included in the Contract Documents do not form part of this Contract Agreement.

**ARTICLE 3 - SERVICES**

The CONTRACTOR’s responsibility under this Contract Agreement is to provide all labor, materials, and equipment necessary to perform \_\_\_\_\_ for the SJC \_\_\_\_\_ Department in accordance with Bid No: \_\_\_\_\_ and as otherwise provided in the Contract Documents.

Services provided by the Contractor shall be under the general direction of the St. Johns County \_\_\_\_\_ Department, or an authorized designee, who shall act as St. Johns County’s representative, along with the SJC Purchasing Department representative during the performance of this Contract Agreement.

**ARTICLE 4 – SCHEDULE**

The Contractor shall perform the required services as specified in the Contract Documents. The Contractor shall be required to comply with the schedule set forth in the specifications, and as coordinated with the authorized designee(s) in each respective SJC Department, throughout the duration of the contract. No changes to said schedule shall be made without prior written authorization from one of St. Johns County’s representatives.

**ARTICLE 5 – COMPENSATION/BILLING/INVOICES**

- A. St. Johns County shall compensate the Contractor based upon \_\_\_\_\_, as submitted in the proposal, accepted by the County, and provided herein on Exhibit A-1. The maximum amount available as compensation to the Contractor under this Contract Agreement shall not exceed the annual amount budgeted by the St. Johns County \_\_\_\_\_ Department, unless additional funds become available, or are properly transferred, for services satisfactorily performed in accordance with the Contract Documents.
- B. It is strictly understood that Contractor is not entitled to the above-referenced amount of compensation. Rather, the Contractor’s compensation shall be based upon the Contractor’s adhering to the Scope of Services, detailed in the Contract Documents. As such, the Contractor’s compensation is dependent upon satisfactory completion of services stated in the Specifications, and included by reference in this Contract Agreement.
- C. The Contractor shall bill the County at the end of each month, for Services satisfactorily performed. The County

reserves the right to pro-rate or refuse payment of any submitted invoice where services were not satisfactorily performed.

- D. Though there is no billing form or format pre-approved by either the County, or the Contractor, bills/invoices submitted by the Contractor shall include a detailed written report of the Work accomplished in connection with the Scope of Services, and as specified in the Bid. The County may return a bill/invoice from the Contractor, and request additional documentation/information when necessary to validate payment. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. Unless otherwise notified, bills/invoices should be delivered to:
  
- F. **FINAL INVOICE:** In order for the County and the Contractor to reconcile/close their books and records, the Contractor shall clearly indicate "final invoice" on the final bill/invoice submitted to the County for payment. Such indication establishes that all Services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Contract Agreement.

#### **ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE**

The signing of this Contract by the Contractor shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and cost used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract.

The said rates and costs shall be reduced to exclude any significant sums should the County determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rate, or due to inaccurate representations of fees paid to outside subcontractors. The County may exercise its rights under this Article 4 within eighteen (18) months following final payment.

#### **ARTICLE 7 – TERMINATION**

- A. This Contract may be terminated by the County without cause upon at least \_\_\_\_\_ ( ) calendar days advance written notice to the Contractor of such termination without cause.
- B. This Contract may be terminated by the County with cause upon at least \_\_\_\_\_ ( ) calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

#### **ARTICLE 8 – NOTICE OF DEFAULT/RIGHT TO CURE**

- A. Should the Contractor fail to perform (default) under the terms of this Contract, then the County shall provide written notice to the Contractor, which such notice shall include a timeframe of no fewer than \_\_\_\_\_ ( ) consecutive calendar days in which to cure the default. Failure by the Contractor to cure the default, or take acceptable corrective action within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Contract.
- B. It is expressly noted that, should the County issue more than one notice of default to the Contractor during the term of this Contract, such action shall constitute cause for termination of this Contract.
- C. Consistent with other provisions in this Contract, Contractor shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Contractor shall:
  - 1. Stop work on the date to the extent specified.
  - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
  - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
  - 4. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 9 – PERSONNEL**

The Contractor represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or

have any contractual relationship with the County.

All of the Services required hereunder shall be performed by the Contractor, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

Any changes or substitutions in the Contractor's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Contractor warrants that all Services shall be performed by skilled and competent personnel to the highest professional standards in the field.

#### **ARTICLE 10 – SUBCONTRACTING**

St. Johns County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Contractor is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Contractor shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

#### **ARTICLE 11 – FEDERAL AND STATE TAX**

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Contractor. The Contractor shall not be exempt from the payment of all applicable taxes in its performance under this Contract Agreement. It is expressly understood by the County and by the Contractor that the Contractor shall not be authorized to use the County's Tax Exemption status in any manner.

The Contractor shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Contractor's performance under this Contract Agreement.

#### **ARTICLE 12 – AVAILABILITY OF FUNDS**

St. Johns County's obligations under this Contract Agreement are subject to the availability of lawfully appropriated funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Contract Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Contractor cannot demand that the County provide any such funds in any given County Fiscal Year.

#### **ARTICLE 13 - INSURANCE**

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by St. Johns County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Contractor shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Contractor has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084

The Contractor shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum

limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Contractor from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

The Contractor shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the Contractor from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

The Contractor shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

#### **ARTICLE 14 - INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the County, its officers, and employees, from all liabilities, damages, losses, and costs arising under this Contract Agreement, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, act, or omission of the Contractor or any other person employed or utilized by the Contractor, whether intentional or unintentional.

#### **ARTICLE 15 - SUCCESSORS AND ASSIGNS**

The County and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract Agreement. Except as above, neither the County nor the Contractor shall assign, sublet, convey or transfer its interest in this Contract Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Contractor.

#### **ARTICLE 16 - REMEDIES**

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

#### **ARTICLE 17 - CONFLICT OF INTEREST**

The Contractor represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Contractor further represents that no person having any interest shall be employed for said performance.

The Contractor shall promptly notify St. Johns County, in writing, by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Contractor may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Contractor.

The County agrees to notify the Contractor of its opinion by certified mail within 30 days of receipt of notification by the Contractor. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Contractor, the County shall so state in the notification and the Contractor shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Contractor under the terms of this Contract Agreement.

#### **ARTICLE 18 - EXCUSABLE DELAYS**

The Contractor shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Contractor's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Contractor's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Contractor and its subcontractor(s) and is without the fault or negligence of either of them, the Contractor shall not be deemed to be in default.

Upon the Contractor's request, St. Johns County shall consider the facts and extent of any delay in performing the work and, if the Contractor's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Contract Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

#### **ARTICLE 19 - ARREARS**

The Contractor shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Contractor further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract Agreement.

#### **ARTICLE 20 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The Contractor shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Contract Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by St. Johns County, or at its expense, shall be kept confidential by the Contractor and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Contract Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Contractor shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract Agreement and the consummation of the transactions contemplated hereby.

#### **ARTICLE 21 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The Contractor is, and shall be, in the performance of all work services and activities under this Contract Agreement, an independent contractor, and not an employee, agent, or servant of St. Johns County. All persons engaged in any of the work or services performed pursuant to this Contract Agreement shall at all times and in all places be subject to the Contractor's sole direction, supervision, and control.

The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to St. Johns County shall be that of an independent contractor and not as employees or agents of the County. The Contractor does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

#### **ARTICLE 22 - CONTINGENT FEES**

The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Contract Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract Agreement.

**ARTICLE 23 - ACCESS AND AUDITS**

The Contractor shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Contract Agreement. St. Johns County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

**ARTICLE 24 - NONDISCRIMINATION**

The Contractor warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

**ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The County and the Contractor agree that this Contract Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Contract Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Contract Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Contractor.

**ARTICLE 26 - ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Contract Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Contract Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

**ARTICLE 27 - AUTHORITY TO PRACTICE**

The CONTRACTOR hereby represents and warrants that it has and shall continue to maintain all license and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

**ARTICLE 28 - SEVERABILITY**

If any term or provision of this Contract Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Contract Agreement shall be deemed valid and enforceable to the extent permitted by law.

**ARTICLE 29 - AMENDMENTS AND MODIFICATIONS**

No amendments or modifications of this Contract Agreement shall be valid unless in writing and signed by each of the parties.

St. Johns County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon Contractor's receipt of notification from the County of a contemplated change, the Contractor shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Contractor's ability to meet the completion dates or schedules of this Contract Agreement. If the County instructs in writing, the Contractor shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Contractor shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

**ARTICLE 30 - FLORIDA LAW & VENUE**

This Contract Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Contract shall be held in St. Johns County, Florida.

**ARTICLE 31 - ARBITRATION**

The Owner shall not be obligated to arbitrate or permit any arbitration binding on the Owner under any of the Contract

Documents or in connection with the project in any manner whatsoever.

**ARTICLE 32 - NOTICES**

All notices required in this Contract Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department  
**Attn: Jaime Locklear, CPPB, Contract Administration Manager**  
500 San Sebastian View  
St. Augustine, FL 32084

and if sent to the Contractor shall be mailed to:

**ARTICLE 33 - HEADINGS**

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Contract Agreement, or affect its meaning, construction or effect.

**ARTICLE 34 – PUBLIC RECORDS**

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor’s performance under this Agreement constitutes an act on behalf of the County, Contractor shall provide access to all public records made or received by Contractor in conjunction with this Agreement. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
  - (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services described herein;
  - (2) Provide the public with access to public records related to this Agreement on the same terms and conditions that the County would provide the records, and at a cost that does not exceed the costs provided in Chapter 119, Florida States, or as otherwise provided by applicable law;
  - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public disclosure are not disclosed except as authorized by applicable law; and
  - (4) Meet all requirements for retaining public records, and transfer at Contractor’s sole cost and expense, all public records in the possession of Contractor upon termination of this Agreement. Contractor shall destroy any duplicate records that are exempt or confidential and exempt from public disclosure requirements in accordance with applicable State and Federal provisions. Any public records stored electronically must be provided to the County in a format that is compatible with information technology systems maintained by the County.
- C. Failure by Contractor to grant such public access shall be grounds for immediate, unilateral termination of this Agreement by the County. Contractor shall promptly provide the County notice of any request to inspect or copy public records related to this Agreement in Contractor’s possession and shall promptly provide the County a copy of Contractor’s response to each such request.

**ARTICLE 35 – NO THIRD PARTY BENEFICIARIES**

Both the County and the Contractor explicitly agree, and this Contract explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.



**ARTICLE 36 – USE OF COUNTY LOGO**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

**ARTICLE 37 – SURVIVAL**

It is explicitly noted that the following provisions of this Contract Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Contract Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

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IN WITNESS WHEREOF, authorized representatives of the County, and Contractor have executed three (3) original copies this Contract Agreement on the date and year below noted.

**ST. JOHNS COUNTY, FL:**

**CONTRACTOR:**

\_\_\_\_\_  
Dawn Cardenas, Purchasing Manager

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Type or Print)

**LEGALLY SUFFICIENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Assistant County Attorney

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Date

**ATTEST:  
CLERK OF COURT**

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date

**EXHIBIT "A"**

**BID NO:** \_\_\_\_\_ ;

**BASIS OF COMPENSATION**

Basis of compensation shall be made in accordance with \_\_\_\_\_ as submitted on the proposal and approved by the County. The Price shall include all direct costs, indirect costs, and reimbursable expenses necessary to complete the scope of work. Requests for additional services or additional line items shall be submitted in writing and approved by St. Johns County *prior* to any work being implemented and shall be added to the applicable Contract Amendment.

Pricing adjustments will be considered on an annual basis at the time of contract renewal and must be mutually accepted by both the Contractor and the Owner. Price adjustment requests shall be based upon the Consumer Price Index (CPI) in affect at the time of renewal. All accepted and approved price adjustments shall become effective on the first day of the applicable renewal period.

EXHIBIT "A-1"

BID NO: ;

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PRICING

**EXHIBIT "B"**

**BID NO:** \_\_\_\_\_ ;

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**CONTRACT SCHEDULE**

The Contract Period for this scope of work shall be as follows:

**Initial Contract** – Shall become effective on \_\_\_\_\_, and shall remain in effect for a period of \_\_\_\_\_ ( ) year, or until funds may become exhausted.

**Contract Renewal/s** – The contract may be renewed for \_\_\_\_\_ ( ), \_\_\_\_\_ ( ) year terms upon satisfactory performance by the Contractor, mutual agreement by all parties, the availability of funds and the continued need of the County for services.



## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

February 10, 2016

**RE:** RFP 16-27 Transportation of Cadavers

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to Kotrady Hudgins Funeral Services, LLC as the top ranked rank firm under RFP 16-27 Transportation of Cadavers. This notice will remain posted **St. Johns County Purchasing Department bulletin board** until 10:00AM, Tuesday, February 16, 2016.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

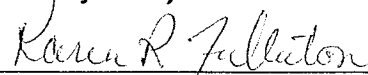
Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to my attention, Karen R. Fullerton, Procurement Supervisor, in the Purchasing Department at [kfullerton@sjcfl.us](mailto:kfullerton@sjcfl.us).

If you have any questions regarding this Notice of Intent to Award please contact Dawn Cardenas, Purchasing Manager, St. Johns County Purchasing Department at (904) 209-0152.

Sincerely,

**St. Johns County  
Board of County Commissioners**

  
\_\_\_\_\_  
County Representative Signature

Date: 2/10/16

Karen R. Fullerton, Procurement Supervisor  
Name & Title (Printed)



## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

February 5, 2016

**RE:** RFP 16-27 Transportation of Cadavers

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to Kotrady Hudgins Funeral Services, LLC as the top ranked rank firm under RFP 16-27 Transportation of Cadavers. This notice will remain posted **St. Johns County Purchasing Department bulletin board** until 10:30AM, Sunday, February 8, 2016.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to my attention, Karen R. Fullerton, Procurement Supervisor, in the Purchasing Department at [kfullerton@sjcfl.us](mailto:kfullerton@sjcfl.us).

If you have any questions regarding this Notice of Intent to Award please contact Dawn Cardenas, Purchasing Manager, St. Johns County Purchasing Department at (904) 209-0152.

Sincerely,

**St. Johns County**

**Board of County Commissioners**

*Karen R. Fullerton*

County Representative Signature

Date: 2/5/16

Karen R. Fullerton, Procurement Supervisor

Name & Title (Printed)



**ST. JOHNS COUNTY  
PURCHASING DEPARTMENT**

500 San Sebastian View  
St. Augustine, Florida 32084

---

**I N T E R O F F I C E   M E M O R A N D U M**

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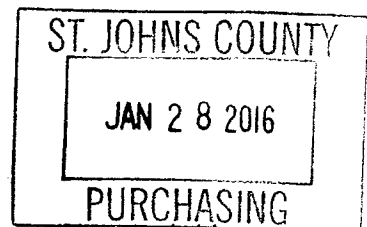
**TO:** Dr. Predrag Bulic, Chief Medical Examiner  
**FROM:** Dawn Cardenas, Purchasing Manager  
**SUBJECT:** RFP 16-27 Transportation of Cadavers  
**DATE:** February 4, 2016

Attached please find a copy of the RFP Evaluation Summary Sheet for your file as recorded and verified at the Evaluation Committee Meeting.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval Predrag Bulic, MD  
Date 1/26/16  
Budget Amount \$ 36,000  
Account Funding Title Transportation  
Funding Charge Code 0050-54113  
Award to Kotrady-Hudgins Funeral Svcs.  
Award Amount \$ 36,000



**PART VII:- ATTACHMENTS/FORMS**

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**COVER PAGE**

**SUBMIT ONE (1) ORIGINAL AND FIVE (5) COPIES TO:**

PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: Karen Fullerton, Procurement Supervisor

COMPANY NAME: Katrady, Hudgins Funeral Svc, LLC

DATE: 1/18/16



**KOTRADY HUDGINS FUNERAL SERVICES, LLC  
D/B/A**

**ST. JOHNS FAMILY FUNERAL HOME  
AND CREMATORY**

385 STATE ROAD 207  
ST. AUGUSTINE, FLORIDA 32084  
904-824-1625 FAX 904-824-8906

**CONTACTS:**

**GEORGE KOTRADY OR RANDY HUDGINS**

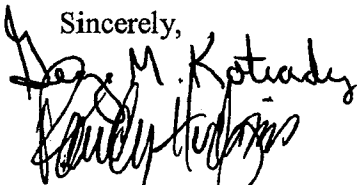
St. Johns County  
4020 Lewis Speedway  
St. Augustine, FL 32084  
RE: RFP NO: 16-27

Kotrady Hudgins Funeral Services LLC d/b/a St. Johns Family Funeral Home and Crematory duly understand the scope of services required for the RFP NO : 16-27 and have been providing those services since November 2014. We will have no issues meeting the requirements of the contract.

Kotrady Hudgins Funeral Services LLC was formed in April 2001 for the purpose of purchasing the assets of Croyle Funeral Home which was completed on April 4, 2001. We are a duly licensed funeral establishment and crematory in the State of Florida, licensed under the provisions of Chapter 497 Florida Statutes. In March of 2007 we broke ground on a new 7,000 square foot funeral home with crematory and moved in during May 2008. We provide burial, cremation, and transportation services according to the wishes of the families we serve, as well as sales and installation of monuments. We are uniquely equipped to continue to meet the needs of District 23 Office of the Medical Examiner. We also provide transportation service for the University of Miami Tissue Bank, having done so since 2011. We currently have a staff of 14 full time and part time employees. We are a member of the Independent Funeral Directors of Florida.

We look forward to serving the needs the District 23 Office of the Medical Examiner. If you have any questions, please contact me at 904-824-1625.

Sincerely,



George M. Kotrady  
Randy Hudgins  
Owners  
Kotrady-Hudgins Funeral Services LLC  
d/b/a  
St. Johns Family Funeral Home and Crematory

**KOTRADY HUDGINS FUNERAL SERVICES, LLC**

**D/B/A**

**ST. JOHNS FAMILY FUNERAL HOME  
AND CREMATORY**

**385 STATE ROAD 207**

**ST. AUGUSTINE, FLORIDA 32084**

**904-824-1625 FAX 904-824-8906**

**CONTACTS:**

**GEORGE KOTRADY OR RANDY HUDGINS**

St. Johns County  
4020 Lewis Speedway  
St. Augustine, FL 32084  
RE: RFP NO: 16-27

**Section 3: Manpower and Organization**

George Kotrady and Randy Hudgins have owned and operated Kotrady Hudgins Funeral Services LLC since April 2001. They are both licensed by the State of Florida as funeral directors and embalmers. We also employ two additional funeral directors, Austin Gaver and Kris Kratzer and support staff, Garrett Fairbanks, George Christopher Hallquist, and Michael Repp. In addition to our staff, we also employ for the purpose of the transportation contract current St. Johns County Fire Rescue Personnel Dan Power and Brian Yeomans, and Gurna Wood, son-in-law of our office administrator.

**Austin Gaver**  
385 SR207  
St. Augustine, FL. 32084  
(904) 687-8460  
[austin@stjohnsfamilyfuneralhome.com](mailto:austin@stjohnsfamilyfuneralhome.com)

## **OBJECTIVE**

---

My objective is to maximize managerial skills, quality assurance, program development, and training experience in the funeral home industry.

## **EDUCATION**

---

**University of North Florida**  
Bachelor of Business Administration  
Major: Business Management

Jacksonville, FL.  
Graduated July 2009

**Florida State College at Jacksonville**  
Funeral Services Degree  
Major: Funeral Service

Jacksonville, FL.  
Graduated December 2011  
Licensed since July 2013

## **RELATED EXPERIENCE**

---

### **St. Johns Family Funeral Home – St. Augustine, FL, October 2015 - Present**

*Licensed Funeral Director and Embalmer*

- Make funeral arrangements with families
- Perform removals for Funeral Home and Medical Examiner cases
- Organize transportation for University of Miami Tissue Bank cases
- Embalm, dress, cosmetize, and casket remains

### **Jones-Gallagher Funeral Home – Starke, FL, November 2014 – October 2015**

*Licensed Funeral Director and Embalmer*

- Make funeral arrangements with families
- Perform removals for Funeral Home and Medical Examiner cases
- Arrange ship out schedules
- Embalm, dress, cosmetize, and casket remains

### **Russell Haven of Rest Funeral Home –Green Cove Springs, FL, April 2010 – November 2014**

*Licensed Funeral Director and Embalmer*

- Perform removals from Hospitals, Nursing Homes, Medical Examiner's, and Hospice Facilities
- Manage all crematory operations
- Organize Public Relations events
- Embalm, dress, cosmetize, and casket remains

## **SKILLS**

---

- People oriented
- Ability to make well thought out decisions
- Excellent written and verbal communication skills
- Highly trustworthy and ethical

**Kris Kratzer**  
385 St. Rd 207, St. Augustine, Florida  
(904) 824-1625  
kris@stjohnsfamilyfuneralhome.com

## **OBJECTIVE**

---

My objective is to maximize managerial skills, quality assurance, program development, and training experience in the funeral home industry.

## **EDUCATION**

---

**Northern Kentucky University**

Highland Heights, Ky  
2009-2011

**Cincinnati College of Mortuary Science**  
Bachelor of Mortuary Science

Cincinnati, Oh  
Graduated December 2013

## **RELATED EXPERIENCE**

---

**St. Johns Family Funeral Home – St. Augustine, FL, June 2014 - Present**

*Licensed Funeral Director and Embalmer*

- *Removals from homes and hospitals*
- *Embalming*
- *Cosmetize and casketing*
- *Making funeral arrangements*

## **SKILLS**

---

- People oriented
- Ability to make well thought out decision
- Excellent written and verbal communication skills
- Highly trustworthy and ethical
- Effective at multi-tasking and resourceful

# GARRETT FAIRBANKS

## EXPERIENCE

---

2015- St. Johns Family Funeral Home St Augustine, FL

*Funeral Attendent*

- On Call
- Part time (20 hrs a week)

2014- Pedro Menendez Highschool St Augustine, FL

*Wrestling Coach*

- Developed new ways to attract athletes to the sport.
- Responsible for all administrative work involving TrackWrestling.
- Coached at the FHSAA 1A State Championship Tournament.

2014-2015 YMCA of Florida's First Coast St Augustine, FL

*Aquatics Coordinator*

- Responsible for daily operations of the Solomon Calhoun Community Center.
- Lead Instructor of YMCA Lifeguarding and ASHI BLS.
- Supervisor of a staff of 60

## EDUCATION

---

2015 St. Johns River State College St Augustine, FL

Studying Emergency Medical Services and Biomedical Science.

2015 First Coast Technical College St Augustine, FL

EMT - Class of 2015

2014 Pedro Menendez Highschool St Augustine, FL

- Highschool Diploma
- Most outstanding student awarded from Flagler Hospital Academy of Health Careers

CERTIFICATIONS

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EMT-B - Awaiting Testing Approval

AHA ACLS

AHA BLS

ASHI BLS Instructor

NHA Certified EKG Technician

CPO (Certified Pool Operator)

# GEORGE C. HALLQUIST

## EXPERIENCE

---

1987-1988 Faircloth Transport Service St. Augustine, Fl.

*Transporter*

- Picked up and transport human remains for Dist. 23 M. E. office
- Picked up and transport human remains for Craig funeral home
- Picked up and transport human remains for various funeral homes

1988-2005 Craig Funeral Home St. Augustine, Fl.

*Funeral Attendant*

- Picked up and transport human remains from various hospitals and nursing homes.
- assisted in funeral services
- assisted in dressing and cosmetizing of human remains.

2006-2013 McHone Removal Service St. Augustine, Fl.

*Transporter*

- Picked up and transport human remains for Dist. 23 M. E. office
- Picked up and transport human remains for Craig funeral home
- Picked up and transport human remains for various funeral homes

2013- Present St. Johns Family Funeral Home

*Funeral Attendant*

- Picked up and transport human remains from various hospitals and nursing homes.
  - assist in funeral services
  - assist in dressing and cosmetizing of human remains. Picked up and transport human remains for Dist. 23 M. E. office
- Embalmer Appentice License number F079391

## EDUCATION

---

1985-1987 Flagler Career Institute Jacksonville Fl.

- Associate Decree
- Respiratory Therapy

# Gurna Lee Wood

---

524 Gentian Road, St. Augustine FL 32086  
Home: 904-217-8918 Cell: 904-806-8641  
Woodboogie87@yahoo.com

## Summary

Date of Birth: 03/28/1987

Extensive Landscaping/Lawn Services = 13 years Experience

Currently Works for True Lawn Care in St. Augustine, FL

## Highlights

- Mowing
- Weeding
- Gardening
- Trimming Bushes
- Pressure-Washing
- Removals for Medical Examiner's Office, via St. Johns Family Funeral Home, from November 2014 through Present

## Education

**First Coast Vocational/Technical High School**  
St. Augustine, FL, St. Johns



---

# Michael Aaron Repp

347 Syrah Way St. Augustine, FL 32084

Phone: 904-824-1625

E-mail: mkarhk09@gmail.com

Website:

---

## Objectives

[Type the objectives]

## Education

[Type the degree] (High School Diploma June 1996

United States Navy Hospital Corpsman) December 1996

United States Navy Field Medical Technician February 1997

United States Navy Preventive Medicine Technician December 2002

- ▶ United States Navy Veteran
- ▶ Obtained the Rank of Second Class Petty Officer
- ▶ 2 Navy and Marine Corps Achievement Medals
- ▶ 4 Naval Good Conduct Medals
- ▶ Iraqi Freedom Medal
- ▶ Humanitarian Service Medal
- ▶ Expert Rifle Medal
- ▶ Global War on Terrorism Medal
- ▶ Sailor of the Year Naval Hospital Naples Italy for 2007

## Experience

Funeral Home Attendant (April 2011 – Present)

St. Johns Family Funeral Home

Assist with Funeral Services Setting up, Greeting People, Parking Cars, Moving of Equipment

Transportation of Deceased from place of death to Funeral Home or designated sights such as other Funeral Homes, Tissue Recovery Facilities, Other Hospitals, Medical Examiners Facilities

Body preparation from cleaning bodies to dressing bodies for viewing

Crematory Operator

---

**KOTRADY HUDGINS FUNERAL SERVICES, LLC  
D/B/A**

**ST. JOHNS FAMILY FUNERAL HOME  
AND CREMATORY**

**385 STATE ROAD 207**

**ST. AUGUSTINE, FLORIDA 32084**

**904-824-1625 FAX 904-824-8906**

**CONTACTS:**

**GEORGE KOTRADY OR RANDY HUDGINS**

St. Johns County  
4020 Lewis Speedway  
St. Augustine, FL 32084  
RE: RFP NO: 16-27

**Section 4: Prior Experience in the Industry**

George Kotrady and Randy Hudgins own and operate Kotrady Hudgins Funeral Services LLC, d/b/a St. Johns Family Funeral Home and Crematory. George is a Florida Licensed Funeral Director and Embalmer, having been licensed since 1992. George started working in the funeral industry in 1985. Randy Hudgins, second generation in the field, is also a Florida Licensed Funeral Director and Embalmer, having been licensed since 1986. Randy started working in the industry in 1980. Kotrady Hudgins Funeral Services LLC was formed by George Kotrady and Randy Hudgins in April 2001 when they purchased the assets of Croyle Funeral Home. We have owned and operated the business since that time. We are uniquely qualified to meet the needs of the District 23 Office of the Medical Examiner. As a funeral home we are available 24/7, 365 days a year, and also do that for our transportation contracts with the University of Miami Tissue Bank and the District 23 MEO. Our phones are always answered by a staff member and after hours by Randy and George or their two additional licensed staff, Austin Gaver and Kris Kratzer. We also have numerous staff that we keep on call for the after hour transports.

**KOTRADY HUDGINS FUNERAL SERVICES, LLC**

**D/B/A**

**ST. JOHNS FAMILY FUNERAL HOME  
AND CREMATORY**

**385 STATE ROAD 207**

**ST. AUGUSTINE, FLORIDA 32084**

**904-824-1625 FAX 904-824-8906**

**CONTACTS:**

**GEORGE KOTRADY OR RANDY HUDGINS**

St. Johns County  
4020 Lewis Speedway  
St. Augustine, FL 32084  
RE: RFP NO: 16-27

**Section 5: Past Performance with St. Johns County**

Kotrady Hudgins Funeral Services LLC, d/b/a St. Johns Family Funeral Home and Crematory, have been providing the transportation services for the District 23 Medical Examiners Office since November 2014. We were asked by the MEO to provide transportation services for both St. Johns and Flagler counties in November 2014 after their previous contractor was terminated. We have been providing services since that time. For the year 2015, we provided a total of 223 transports (151 for St. Johns and 72 for Flagler). The total dollar value for these services was \$55,750. The breakdown by county is St. Johns \$37,750 and for Flagler \$18,000. We have worked hard to increase the level professionalism for the transportation services to the District 23 MEO.

KOTRADY HUDGINS FUNERAL SERVICES, LLC

D/B/A

ST. JOHNS FAMILY FUNERAL HOME

AND CREMATORY

385 STATE ROAD 207

ST. AUGUSTINE, FLORIDA 32084

904-824-1625

St. Johns County  
4020 Lewis Speedway  
St. Augustine, FL 32084  
RE: RFP NO: 16-27

Section 6: Pricing

Our services will include the availability of professionally trained personnel available 24 hours a day, 7 days a week, to provide transportation of the human remains from the place of death to the Medical Examiner's office, the required body bag, and proper insurance coverages and licensing.

|                                       |   |
|---------------------------------------|---|
| Transfer Services (St. Johns County)  | \$250.00  |
| Transfer Services outside of district | \$250.00 plus \$2.50 per loaded mile<br>Outside of District |

KOTRADY HUDGINS FUNERAL SERVICES, LLC  
D/B/A  
ST. JOHNS FAMILY FUNERAL HOME  
AND CREMATORY  
385 STATE ROAD 207  
ST. AUGUSTINE, FLORIDA 32084  
904-824-1625

St. Johns County  
4020 Lewis Speedway  
St. Augustine, FL 32084  
RE: RFP NO: 16-27

Section 7: Administrative Information



STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Establishment**

LICENSE PERIOD: December 1, 2014 - November 30, 2016

LICENSE NUMBER: F050418

The Funeral Establishment indicated below is licensed under the provisions of Chapter 497 Florida Statutes.

Business Location: 385 SR 207, ST AUGUSTINE, FL, 32084

KOTRADY-HUDGINS FUNERAL SERVICES LLC  
DBA ST JOHNS FAMILY FUNERAL HOME AND CREMATORY  
385 SR 207  
ST AUGUSTINE, FL, 32084

Jeff Atwater  
CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA



STATE OF FLORIDA  
**DEPARTMENT OF FINANCIAL SERVICES**  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Director & Embalmer License**

LICENSE PERIOD: September 1, 2015 - August 31, 2017  
 LICENSE NUMBER: F045228



The Funeral Director & Embalmer indicated below is licensed under the provisions of Chapter 497 Florida Statutes.

RANDALL L. HUDGINS  
 176 PINE ARBOR CIRLE  
 ST AUGUSTINE, FL, 32084-6522

Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



STATE OF FLORIDA  
**DEPARTMENT OF FINANCIAL SERVICES**  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Director & Embalmer License**

LICENSE PERIOD: September 1, 2015 - August 31, 2017  
 LICENSE NUMBER: F045282

The Funeral Director & Embalmer indicated below is licensed under the provisions of Chapter 497 Florida Statutes.



RE

GEORGE MICHAEL KOTRADY  
 385 SR 207  
 ST AUGUSTINE, FL, 32084

Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



STATE OF FLORIDA  
**DEPARTMENT OF FINANCIAL SERVICES**  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Director & Embalmer License**

LICENSE PERIOD: September 1, 2015 - August 31, 2017  
 LICENSE NUMBER: F070358

The Funeral Director & Embalmer indicated below is licensed under the provisions of Chapter 497 Florida Statutes.



AT

RE

GEOFFREY AUSTIN GAVER  
 620 E NONA ST  
 STARKE, FL, 32091

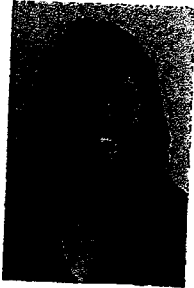
Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



STATE OF FLORIDA  
 DEPARTMENT OF FINANCIAL SERVICES  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Director & Embalmer License**

LICENSE PERIOD: November 2, 2015 - August 31, 2017  
 LICENSE NUMBER: F080545



Funeral Director & Embalmer indicated below is licensed under the provisions of Chapter 497 Florida Statutes.

KRIS ERIN KRATZER  
 6300 A1A S A54U  
 ST AUGUSTINE, FL, 32080

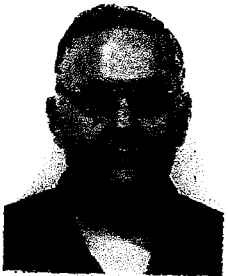
Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



STATE OF FLORIDA  
 DEPARTMENT OF FINANCIAL SERVICES  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Embalmer, Apprentice License**

LICENSE PERIOD: December 1, 2015 - December 1, 2017  
 LICENSE NUMBER: F079391



Embalmer, Apprentice indicated below is licensed under the provisions of Chapter 497 Florida Statutes.

GEORGE HALLOUIST  
 385 STATE ROAD 207  
 ST AUGUSTINE, FL, 32084

Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



THIS RECEIPT IS ISSUED PURSUANT  
TO COUNTY ORDINANCE 87-36

### 2015/2016 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

ACCOUNT 3026

EXPIRES September 30, 2016

TYPE OF BUSINESS 000114 \*FUNERAL DIRECTOR/EMBALMER

BUSINESS ADDRESS 385 SR 207  
ST AUGUSTINE, FL 32084

BUSINESS NAME HUDGINS, RANDALL L.  
OWNER HUDGINS, RANDALL L.

MAILING ADDRESS 385 SR 207  
ST. AUGUSTINE, FL 32084



|                                      |       |
|--------------------------------------|-------|
| X NEW BUSINESS TRANSFER ORIGINAL TAX | 30.00 |
| AMOUNT                               | 30.00 |
| PENALTY                              | .00   |
| COLLECTION COST                      |       |
| TOTAL                                | 30.00 |

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED

PAID-8139088.0001-0001 501 08/31/2015 30.00

**DENNIS W. HOLLINGSWORTH**  
**ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, or permission or authority to perform the services or operate the business described hereon when a franchise agreement, or other county commission, state or federal permission of authority required by county, state or federal law.

THIS RECEIPT IS ISSUED PURSUANT  
TO COUNTY ORDINANCE 87-36

### 2015/2016 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

ACCOUNT 3267

EXPIRES September 30, 2016

TYPE OF BUSINESS 000115 \*FUNERAL HOME

BUSINESS ADDRESS 385 SR 207  
ST AUGUSTINE, FL 32084

BUSINESS NAME ST JOHNS FAMILY FUNERAL HOME AND CREMATORY  
OWNER HUDGINS RANDALL L.

MAILING ADDRESS 385 SR 207  
ST AUGUSTINE FL 32084



|                                      |       |
|--------------------------------------|-------|
| X NEW BUSINESS TRANSFER ORIGINAL TAX | 22.00 |
| AMOUNT                               | 22.00 |
| PENALTY                              | .00   |
| COLLECTION COST                      |       |
| TOTAL                                | 22.00 |

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED

PAID-8139088.0002-0002 501 08/31/2015 22.00

**DENNIS W. HOLLINGSWORTH**  
**ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, or permission or authority to perform the services or operate the business described hereon when a franchise agreement, or other county commission, state or federal permission of authority required by county, state or federal law.

THIS RECEIPT IS ISSUED PURSUANT  
TO COUNTY ORDINANCE 87-36

### 2015/2016 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

ACCOUNT 2947

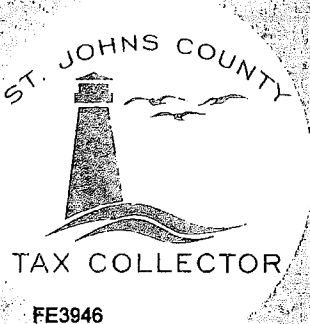
EXPIRES September 30, 2016

TYPE OF BUSINESS 000114 \*FUNERAL DIRECTOR/EMBALMER

BUSINESS ADDRESS 385 SR 207  
ST AUGUSTINE, FL 32084

BUSINESS NAME KOTRADY, GEORGE M.  
OWNER KOTRADY, GEORGE M.

MAILING ADDRESS 385 SR 207  
ST. AUGUSTINE, FLORIDA 32084



|                                      |       |
|--------------------------------------|-------|
| X NEW BUSINESS TRANSFER ORIGINAL TAX | 30.00 |
| AMOUNT                               | 30.00 |
| PENALTY                              | .00   |
| COLLECTION COST                      |       |
| TOTAL                                | 30.00 |

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED

PAID-8139088.0003-0003 501 08/31/2015 30.00

**DENNIS W. HOLLINGSWORTH**  
**ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, or permission or authority to perform the services or operate the business described hereon when a franchise agreement, or other county commission, state or federal permission of authority required by county, state or federal law.



REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS

Company Name: Ketrady Hudgins Funeral Services d/b/a St. Johns Family Funeral Home

St. Johns County Board of County Commissioners  
Drug-Free Workplace Form

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that  
Ketrady Hudgins Funeral Services d/b/a  
St. Johns Family Funeral Home does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Randy Hudgins  
Signature

1/18/16  
Date

REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida COUNTY OF St. Johns. Before me, the undersigned authority, personally appeared Randy Hudgins who, being duly sworn, deposes and says he is Managing Member (Title) of Kotrady Hudgins Funeral Svc, LLC (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 16-27 TRANSPORTATION OF CADAVERS.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Kotrady Hudgins Funeral Svc, LLC  
(Proposer)  
By: Randy Hudgins  
Managing Member  
(Title)

STATE OF Florida  
COUNTY OF St. Johns

Subscribed and sworn to before me this 18<sup>th</sup> day of January, 2016, by Randy Hudgins who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

George M. Kotrady  
Notary Public



My commission expires:  
May 2, 2017

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

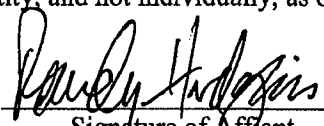
REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Kotrady Hudgins Funeral Services LLC d/b/a St. Johns Family  
Funeral Home, being of lawful age and being duly sworn I, Randy Hudgins, as Managing Member,  
hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

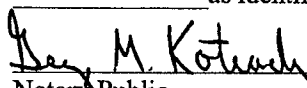
The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 15<sup>th</sup> day of January, 2016.

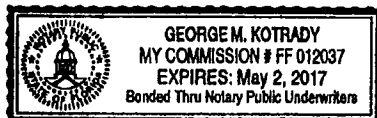
  
Signature of Affiant

STATE OF Florida )

COUNTY OF St. Johns )

Subscribed and sworn to before me this 15<sup>th</sup> day of January, 2016, by Randy Hudgins  
who personally appeared before me at the time of notarization, and who is personally known to me or  
who has produced  
\_\_\_\_\_ as identification.

  
Notary Public



My commission expires:  
May 2, 2017

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**ATTACHMENT "A"  
PROPOSAL FORM**

Each Respondent shall submit Unit Prices for each of the types of pickups listed below. These prices shall remain firm throughout the duration of the Contract. Please enter the amount for each pickup in numerals and in words. In the event of a discrepancy between the amounts, the amount written in words shall be used as the correct bid price.

**Unit Prices:**

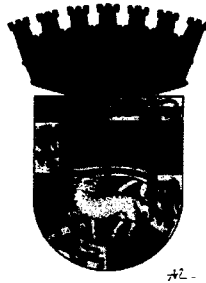
Item 1 is for the transportation per case from any location within St. Johns County Boundaries to the Medical Examiner's Office located in St. Augustine, FL. This unit price shall include any and all related service charges.

Item 1:       \$ 250.<sup>00</sup>/100 Per Case (Amount in numerals)  
two hundred fifty dollars Per Case (Amount in words)

Item 2 is for the transportation per case from any location outside St. Johns County boundaries, not to exceed two hundred (200) miles, to the Medical Examiner's Office located in St. Augustine, FL. This unit price shall include any and all related service charges.

Item 2:       \$ 250.<sup>00</sup> plus \* 2.<sup>50</sup> per mile Per Case (Amount in numerals)  
two hundred fifty dollars plus two dollars fifty cents per mile Per Case (Amount in words)

Respondents shall type or legibly print the Unit Price for each item in both numerals and words. If the County is unable to determine the proposed amount due to illegibility, the proposal may be removed from consideration for award.



**ST. JOHNS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RFP NO: 16-27  
REQUEST FOR PROPOSALS**

**Transportation of Cadavers**

**St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084**

**FINAL: 12/28/15**

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

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**ST. JOHNS COUNTY, FL – RFP NO: 16-27 TRANSPORTATION OF CADAVERS**

**PART I: ADVERTISEMENT**

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFP No: 16-27 - Transportation of Cadavers**. Interested and qualified respondents may submit RFP Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. All RFP Packages are due by or before 4:00PM (EST) on **Thursday, January 21, 2016**. Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

In accordance with Florida Statutes, Section 287.055 Consultant's Competitive Negotiation Act (CCNA), St. Johns County Board of Commissioners solicits responses from qualified and experienced firms to provide any and all necessary labor, equipment, materials, transportation, and supervision to transport cadavers to the St. Johns County Medical Examiners Building located at 4501 Avenue A, St. Augustine, FL 32095 for autopsies, pursuant to Chapter 406 Florida Statutes. Performance of the required services shall be in compliance with Chapter 497, Florida Statutes and all other governing regulations.

RFP Packages are available for downloading from Onvia Demandstar, Inc., at their website [www.demandstar.com](http://www.demandstar.com), or by calling 800-711-1712 and requesting Document #16-27. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

Any and all questions or requests for information relating to this Request for Proposal shall be **submitted in writing** by or before close of business (5:00PM) on **Thursday, January 11, 2016**.

**Contact Information:** Karen Fullerton, Procurement Supervisor  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
Email: [kfullerton@sjcfl.us](mailto:kfullerton@sjcfl.us)  
Fax: (904) 209-0163

**Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.**

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **RFP 16-27 - Transportation of Cadavers**. Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) original and five (5) copies of the RFP Package which shall include all required documents and any supplemental information.

**Deliver or Ship RFP Packages to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084

*Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFP until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.*

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or Request for Proposals, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such

matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

## **PART II: INTRODUCTION**

### **A. Purpose:**

St. Johns County Purchasing Department is accepting sealed Request for Proposal packages on behalf of the St. Johns County Medical Examiner's Office. The SJC Medical Examiner's Office performs examination for deaths occurring within District 23, which consists of three (3) counties: St. Johns, Flagler, and Putnam, in accordance with Chapter 406, Florida Statutes. In order to perform these examinations, the bodies must be transported from the scene of death, to the SJC Medical Examiner's Office, located at 4501 Avenue A, St. Augustine, FL 32095. The awarded Contractor shall perform the transportation services, on an on-call basis, as requested by the SJC Medical Examiner's Office.

### **B. RFP Contact Information for Questions:**

Any and all questions or requests for information relating to this Request for Proposal shall be submitted in writing by or before close of business (5:00PM) on Thursday, January 11, 2016.

**Contact Information:** Karen Fullerton, Purchasing Supervisor  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084  
Email: [kfullerton@sjcfl.us](mailto:kfullerton@sjcfl.us)  
Fax: (904) 209-0163

**Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFP as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.**

### **C. Addenda:**

Any and all clarifications, answers to questions, or changes to this RFP shall be provided through a County issued Addendum, posted on [www.demandstar.com](http://www.demandstar.com). Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Proposal.

### **D. Due Date & Location:**

Packages submitted in response to this Request for Proposal must be delivered to, and received by the SJC Purchasing Department by or before four o'clock (4:00PM) on **Thursday, January 21, 2016**. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

**RFP Packages shall be delivered to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084

### **E. RFP Response Packaging Instructions:**

1. To be considered, submit one (1) original and five (5) copies of the RFP proposal, which shall include all required documentation and any supplemental information.
2. RFP Packages must be in a **SEALED** envelope/container and clearly marked on the exterior of the package: "**RFP No: 16-27 - Transportation of Cadavers**".
3. Each package submitted must also have the respondent's company name and mailing address marked plainly on the exterior of the envelope/container.
4. Affix label, found at the end of this RFP document, to sealed envelope/container.

### **F. Evaluation of Responses:**

All properly submitted RFP Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFP packages submitted, a copy of the RFP document with all issued Addenda, and an Evaluator's Score Sheet. The Team shall then evaluate each RFP Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFP Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual. Scores for each Respondent shall be recorded on the Evaluator's Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the firms' scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to / negotiate with the firm whose proposal best serves the interest of the County.

**G. Evaluation Criteria:**

It is the intention of St. Johns County to evaluate, and rank the respondents that submit RFP Packages from highest to lowest utilizing the evaluation criteria listed below.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

| <u>Evaluation Criteria:</u>               | <u>Maximum Points Per Evaluator:</u> |
|---|--------------------------------------|
| A. Manpower & Organization                | 25                                   |
| B. Prior Experience in Industry           | 25                                   |
| C. Past Performance with St. Johns County | 10                                   |
| D. Pricing                                | 20                                   |
| E. Quality of Submittal                   | 05                                   |
| <b>Total Maximum Points Possible: 85</b>  |                                      |

**H. Contract Award:**

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

**I. Contract Performance:**

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Consultant is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Consultant no longer possesses the financial support, equipment and organization which would have been necessary during the RFP evaluation period in order to comply with this demonstration of competency section.

**PART III: GENERAL REQUIREMENTS**

**A. General Information:**

The SJC Medical Examiner's Office performs examination for deaths occurring within District 23, which consists of three (3) counties: St. Johns, Flagler, and Putnam, in accordance with Chapter 406, Florida Statutes. In order to perform these examinations, the bodies must be transported from the scene of death, to the SJC Medical Examiner's Office, located at 4501 Avenue A, St. Augustine, FL 32095. The awarded Contractor shall perform the transportation services, on an on-call basis, as requested by the SJC Medical Examiner's Office.

**B. Scope of Services**

The Contractor shall be required to perform the services stated below on an as needed basis, as notified by the SJC Medical Examiner's Office or on-scene investigators from local law enforcement agencies. All services must be performed in compliance with the requirements stated below, as well as any and all governing local, state, and federal regulations, codes, rules, ordinances, and laws.

Response:

The Contractor shall respond to all notifications of a required transport within one (1) hour of receipt of notification. It is the responsibility of the Contractor to verify all pertinent case information at the time of response to the notification. All cases must be assigned a Medical Examiner's Case Number (MECN) prior to the Contractor performing the transport. Upon verification of the necessary case information, the Contractor shall proceed immediately to the scene of death to perform that transport. The Contractor shall not delay arrival at the scene of death for any reason, unless otherwise instructed by the SJC ME's Office or the on-scene investigator.

In the event additional notification(s) for required transport(s) occur while the Contractor is in route to a prior case, the Contractor shall coordinate with the SJC ME's Office, or on-scene investigator in order to complete the transports in the quickest manner available.

On-Scene Arrival:

The Contractor shall coordinate all on-scene arrivals with the appropriate on-scene investigator(s) or law enforcement officers on site at the time of arrival. The Contractor shall not, in any way, disrupt or impede the investigators and/or law enforcement officers in the course of their work. The Contractor shall notify ME Staff of each on-scene arrival. Contractor personnel arriving at any scene of death shall remain inside the transport vehicle until cleared by the on-scene investigator(s) or law enforcement officers on site, unless otherwise instructed by ME Staff, or the on-scene investigator prior to arrival. Upon receipt of clearance, Contractor personnel may exit the transport vehicle, and begin preparation for collection and transport of the cadaver.

Collection:

The Contractor shall receive permission from the on-scene investigator to collect any cadaver(s) at any scene of death. In the event that the on-scene investigator is unable to provide permission to the Contractor personnel to commence collection/transport services, the Contractor may obtain written permission from appropriate law enforcement officer(s) on site, shall have the approving officer sign off on the collection/transport, and shall notate the alternate approval in the log. Upon receipt of the appropriate permission(s) to collect/transport the cadaver(s), the Contractor shall take a written inventory of all personal belongings in possession of the deceased prior to collection, unless otherwise instructed by the on-scene investigator. The Contractor shall record any cash in possession of the deceased, then turn it over to the law enforcement officers on site to be entered into evidence. Cash shall only be transported by the Contractor upon express instruction by the on-scene investigator, written log of the instruction, and signature of a witness as to the amount of cash recorded and transported with the deceased.

In the event collection/transport services are required for a cadaver located at a hospital, the Contractor shall be locate and collect the body and medical records for the transport. The Contractor shall coordinate with the appropriate nursing/hospital staff to obtain the necessary medical records if they are not with the body at the time of collection. If the Contractor is unable to obtain the proper records for the deceased within one (1) hour of first contact with appropriate nursing/hospital staff, the Contractor may cancel the transport until such time that the records are made available, unless otherwise directed by the SJC ME Staff.

The Contractor shall maintain sufficient communications equipment (i.e. cell phone, pager, etc.) at all times throughout the duration of the Contract in order to maintain availability twenty four (24) hours a day, seven (7) days per week. The Contractor shall respond within one (1) hour of notification to all transport requests within St. Johns County. In the event the Contractor is notified of a request for transport while in the process of responding to a previous transport request under this contract, the Contractor shall respond immediately upon completion of the previous request. The Contractor shall respond to out-of-district requests in a timely manner.

The Contractor shall comply with any and all regulations established by the SJC Medical Examiner for cadaver delivery, cadaver pick-up, and morgue procedures for cleanliness and second exposure control.

**The following policy and procedures shall serve as a guideline for transport agent(s) contracted by Counties within District 23 Medical Examiner's Office:**

- Only the Medical Examiner's Office (M.E.O.) can authorize the transport of human remains to the District 23 M.E.O. Usually, the on-call investigator will make the call, on occasion Law Enforcement Office (L.E.O.) may make the call, in this circumstance the on-call investigator has already been contacted and a case number will be given to the L.E.O. No human remains are to be transported to the M.E.O. without a case number or transport record
- The transport team will consist of two (2) people at all times unless otherwise instructed by the on-call investigator. No L.E.O., emergency medical staff, fire rescue personnel or M.E.O. personnel are to be required to assist in the removal. The team will respond to the death scene within one (1) hour of notification
  - Exception- the human remains are outside the county lines of the M.E.O. district or they are already on one death scene and called to another for transport. The first request should be completed before responding to the next. Usually it is acceptable to respond to the next request without first transporting the human remains from the first scene to the M.E.O.
    - Exception-all homicides are to be transported independently from any other transport request
- Upon arrival to the death scene the transport team will:
  - Wait until the on-call investigator or L.E.O. authorizes the team to enter the scene
  - Obtain pertinent information i.e. case number, name, date of birth, date of death, correct address of death scene, date and times of arrival and departure from scene and M.E.O.
  - Request any special instructions
- All human remains are to be transported in a body bag to the M.E.O. Hospital cases can be transported in the body bag hospital staff uses. The following guidelines apply to all human remains except homicides
  - The human remains will be put in the body bag face up (No Exception!)
  - The remains will be transported with only what is on them i.e. clothing, jewelry, and personal effects. On occasion L.E.O. may request personal effects be removed prior to transportation, the on-call investigator must approve removal of items
  - It is acceptable to use the bedding if the deceased was found on it. It is not acceptable to remove bedding from other parts of the scene to use to wrap the body
  - Red biohazard bags will be supplied by the M.E.O. and used for collection of body parts and tissue apart from the remains and placed in the body bag with the other remains
    - Our office ONLY has jurisdiction over the human remains; the rest of the scene belongs to the L.E.O. It is not appropriate for the transport team to be anywhere else on the scene besides where the human remains are. It is not appropriate for the transport team to answer questions/speculate as to their opinion on cause and manner of death
- Upon arrival to the M.E.O. the transport team will ensure the paperwork is properly and completely filled out. All personal effects are to be inventoried, logged on to the transport form and left on body. An identification band bearing the decedent's name and case number is to be affixed to the decedent's ankle. The body is then to be placed on an autopsy tray with the feet at the drain and stored in the cooler. Before leaving, the transport company must log the decedent into the body log binder on the shelf in the garage. The transport form original is to be placed in the binder as well.
  - Exception-if the personal effects are loose items, i.e. cigarettes, cell phone, change, keys etc., the items should be placed in a plastic bag. These are furnished by the M.E.O. and are in the shelf in the garage with the identification tags
  - No trash, i.e. gloves, bags, etc., shall be placed in the body bag. Please place in the biohazard bins in the garage of the M.E.O.
- For homicide cases forms and identifications should be filled out and affixed before leaving the scene. Law enforcement will then seal the body bag and it will not be opened until the Medical Examiner is ready to perform the autopsy
  - Exception-L.E.O. requests a crime scene technician/FDLE agent be responsible for placing the remains in the body bag so as to limit contact with evidence. At this point the transport team will not have the opportunity to inventory personal effects, they should write on the form "body bag sealed by L.E.O.,"

inventory not possible”, they will also affix an identification tag to the outside of the body bag and continue with M.E.O. transport procedure

- No contaminants shall be used on the remains, i.e. water, soap, insect repellent, air freshener etc.
- The transport team will not interrupt the transport of human remains with any kind of personal errands while transporting for the M.E.O.
- Any problems/questions that arise during the transport of human remains shall be directed to the on-call investigator at the time of incident
- The transport team shall be dressed in appropriate clothing. No shorts, sweatpants, sandals, tank tops, etc shall be worn to transport human remains for the M.E.O.

### **Equipment**

The Contractor shall be required to own, lease or rent with his own funds any and all equipment necessary to provide the required services included under this RFP including but not limited to: any and all personal protection equipment (PPE), body bags, gurneys, transport vehicles, uniforms and any other pieces of equipment that are necessary to provide the services as described herein.

The Contractor shall provide body bags that meet the specifications provided below. Any substitutions for the specifications must be approved in writing by the SJC Medical Examiner prior to the use of any substitute product.

Non-Vinyl body bag  
Envelope Style w/ 2 Zipper pulls  
3 layer Poly-Mono-Poly  
Dimensions: 36” x 94”  
Capacity: 375lbs lift

### **Staff/Employees**

The Contractor shall be responsible for hiring sufficient staff to provide all of the services required under this RFP. Any and all employees must be at least eighteen (18) years of age, unless previously approved by the County. All employees shall be approved to work under this Contract by the County, *prior* to their performance of duties. Each employee/staff member shall be required to undergo a background check conducted by the St. Johns County Sheriff’s Office through the County, *prior* to the award of a Contract. The background checks will be given a “pass or fail” result by the Governmental Security Commander. A “fail” result on a background check will disallow an employee from performing any work for the Contractor awarded under this RFP. The Contractor shall be responsible for submitting alternate potential employees for background checks to replace those receiving a “fail” result on the screening. Any individuals hired by the Contractor after the start of the Contract must also be submitted to the County for background checks prior to performing services under this Contract.

Proposed employees of the Contractor shall also be required to submit to a drug screening prior to award of a contract under this RFP. Upon notification of intended award of a Contract, any and all Contractor employees shall undergo a full drug screening, at the sole cost of the Contractor. The results of the drug screenings shall be submitted to St. Johns County upon receipt, within seven (7) business days of notification of award. Any drug screenings resulting in a “fail” shall disallow any employee from performing any work for the Contractor awarded under this Contract.

Employees must pass both the background and drug screenings prior to performing any work under this Contract. Additionally, at the time of each option to extend (at the end of each year), the Contractor may be required to re-submit any and/or all employees for background checks and drug screenings in order to exercise any of the available one (1) year extensions available under the Contract. This requirement shall be at the sole discretion of the County.

### **Safety**

The Contractor shall be responsible for the enforcement of safety requirements throughout the duration of the contract. Also, the Contractor shall ensure that all employees are provided a safe work environment in compliance with all OSHA

standards and local, state and federal laws and that all employees comply with the Occupational Safety and Health Act of 1970, as amended, as well as all applicable local, state and federal laws, ordinances, codes, regulations and requirements.

**C. Sub-Consultants:**

The Contractor is not permitted to utilize subcontractors for any aspect of the services required under this RFP.

**PART IV: CONTRACT REQUIREMENTS**

**A. Insurance Requirements:**

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, Fl 32084

**1) Standard Contract for Service: \$500,000 or less with no unusual hazards**

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

**2) Major Contract for Service: \$500,000 or more with unusual or high hazards**

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

**B. Licenses, Permits & Fees:**

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

**C. Contract Agreement & Term:**

The intent of this RFP is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated that St. Johns County and Flagler County will issue professional services contracts for the duration of the project.

The Contract Agreement for the Transportation of Cadavers shall be on a form furnished by St. Johns and Flagler County. The initial Contract Term shall be for a period of one (1) year, with the opportunity to extend the contract for up to four (4) one year contract periods, upon satisfactory performance by the Contractor, mutual agreement by both parties, and the availability of funds. The extension of this Contract Agreement beyond the stated term shall be contingent upon satisfactory performance by the Consultant and the approval of the SJC Medical Examiner's Office, and Purchasing Department Manager.

In the event that a Contract Agreement is attached to the RFP, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP.

**D. Governing Laws & Regulations:**

It shall be the responsibility of the Consultant to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

**E. Termination:**

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive



calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

**F. Indemnification:**

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a Subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subconsultant under workers' compensation acts, disability benefits acts or other employee benefit acts.**

**G. Trade Secrets:**

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

**H. Public Records:**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

**I. Use of County Logo:**

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

**PART V: REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS**

**A. Respondent Responsibilities:**

Respondents are responsible for any and all costs associated with developing and submitting an RFP Package in response to this Request for Proposal. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFP Packages received in response to this Request for Proposal shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFP Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Proposal, and has full knowledge of the scope, nature, and quality of work to be performed. All RFP Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

**B. RFP Package Submittal Format:**

The RFP Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFP Packages. **The Quality of Submittal scoring for proposals will be based on the format, the organization, and the attention to detail.**

All RFP Packages must include the following components:

| <u>Section</u> | <u>Topic</u>                           |
|----------------|--|
| 1              | RFP Qualification Cover Page           |
| 2              | Cover Letter                           |
| 3              | Manpower & Organization                |
| 4              | Prior Experience in Industry           |
| 5              | Past Performance with St. Johns County |
| 6              | Pricing                                |
| 7              | Administrative Information             |

**C. RFP Package Components:**

All of the components outlined below must be included with each copy of the RFP Package and submitted as follows: one (1) original and five (5) copies on 8 1/2" X 11" pages, numbered, 1 inch margins, typewritten with Times New Roman style and 12 size font. Additionally, all headings, sections and sub-sections shall be identified appropriately. All documentation shall be ***exact order and format as shown below***. No exceptions to this format will be accepted.

**Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package.** Should a package be submitted with the County's seal/logo included, the County reserves the right to find the submitting firm non-responsive to the requirements stated herein, which may result in the respondent being removed from consideration for award of a contract under this RFP.

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified as follows:

**Section 1: RFP Qualification Cover Page (Complete and Submit)**

**Section 2: Cover Letter**

Provide a cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The cover letter should provide the following:

- Respondent's name, contact person, business address, phone number, fax number and e-mail address
- A brief statement of the respondent's understanding of the services required.
- Profile - Provide a brief company background statement to include, but not limited to, years in business, company size, corporate structure, types of services offered, and professional affiliations

**Section 3: Manpower & Organization**

In this section, respondent shall provide documentation to fully demonstrate the experience, education, and abilities of any and all personnel that shall be performing work under this contract. This may be submitted in the form of a resume for each employee who will be performing any aspect of work. Provide Current and Applicable licenses and or certifications for each employee.

**Section 4: Prior Experience in the Industry**

In this section, respondent shall provide documentation to fully demonstrate any and all prior experience and past performance in the required industry. Specify the level of work experience, especially as it relates to the proposed Scope of Services. Respondents may provide supplemental documentation or information regarding services provided in the past.

**Section 5: Past Performance with St. Johns County**

In this section, respondent shall demonstrate any and all services of scope as those described herein performed for St. Johns County within the past five (5) years. Respondents shall provide the following information for this category: brief description of services performed, total dollar value of services performed, and dates of services performed.

**Section 6: Pricing**

In this section, each respondent shall submit Unit Prices per pickup for the two (2) types of pickups listed on the proposal form included herein as Attachment "A" – Proposal Form, and submit with each copy of the RFP Package (1 original + 5 copies).

**Section 7: Administrative Information**

Please include the following:

- Proper and valid licensing to conduct business in the State of Florida
- Current Applicable Department of Professional Regulation License(s)
- Current Applicable Certification(s)
- Proof of Liability Insurance and its limits
- Drug Free Work Place Form (Complete and Submit)
- RFP Affidavit (Complete and submit)
- RFP Affidavit of Solvency (Complete and Submit)
- Acknowledged Addenda

**PART VI: EVALUATOR'S SCORE SHEET EXAMPLE**

**ST. JOHNS COUNTY FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**DATE:  
PROJECT:**

**CRITERIA RANKING:**

|             | <b>A.<br/>Manpower &amp;<br/>Organization</b> | <b>B.<br/>Prior Experience<br/>in Industry</b> | <b>C.<br/>Past Performance<br/>with St. Johns<br/>County</b> | <b>D.<br/>Pricing</b> | <b>E.<br/>Quality of<br/>Submittal</b> |                       |
|-------------|---|--|--|-----------------------|--|-----------------------|
|             | <b>0-25</b>                                   | <b>0-25</b>                                    | <b>0-10</b>  | <b>0-20</b>           | <b>0-05</b>                            | <b>TOTAL<br/>0-85</b> |
| Respondents |   |  |  |                       |  |                       |
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**SIGNATURE OF RATER: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_**

**PART VII:- ATTACHMENTS/FORMS**

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**COVER PAGE**

**SUBMIT ONE (1) ORIGINAL AND FIVE (5) COPIES TO:**

**PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: Karen Fullerton, Procurement Supervisor**

**COMPANY NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**Company Name:** \_\_\_\_\_

**St. Johns County Board of County Commissioners  
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**AFFIDAVIT**

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_. Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says he is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Firm) the respondent submitting the attached proposal for the services covered by the RFP documents for RFP No: 16-27 TRANSPORTATION OF CADAVERS.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

\_\_\_\_\_  
(Proposer)

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex. CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_



**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**ATTACHMENT "A"  
PROPOSAL FORM**

Each Respondent shall submit Unit Prices for each of the types of pickups listed below. These prices shall remain firm throughout the duration of the Contract. Please enter the amount for each pickup in numerals and in words. In the event of a discrepancy between the amounts, the amount written in words shall be used as the correct bid price.

**Unit Prices:**

Item 1 is for the transportation per case from any location within St. Johns County Boundaries to the Medical Examiner's Office located in St. Augustine, FL. This unit price shall include any and all related service charges.

Item 1:        \$ \_\_\_\_\_ Per Case (Amount in numerals)  
                  \_\_\_\_\_ Per Case (Amount in words)

Item 2 is for the transportation per case from any location outside St. Johns County boundaries, not to exceed two hundred (200) miles, to the Medical Examiner's Office located in St. Augustine, FL. This unit price shall include any and all related service charges.

Item 2:        \$ \_\_\_\_\_ Per Case (Amount in numerals)  
                  \_\_\_\_\_ Per Case (Amount in words)

Respondents shall type or legibly print the Unit Price for each item in both numerals and words. If the County is unable to determine the proposed amount due to illegibility, the proposal may be removed from consideration for award.

**PART VIII: OPTIONAL CHECKLIST**

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**


| <b>SECTION</b>   | <b>ATTACHMENT NAME</b>  | <b>CHECK BOX</b> | <b>ST. JOHNS COUNTY USE</b> |
|------------------|---|------------------|-----------------------------|
| <b>Section 1</b> | RFP Qualification Cover Page                                      |                  |                             |
| <b>Section 2</b> | Cover Letter  |                  |                             |
| <b>Section 3</b> | Manpower & Organization   |                  |                             |
| <b>Section 4</b> | Prior Experience in Industry                                      |                  |                             |
| <b>Section 5</b> | Past Performance with St. Johns County                            |                  |                             |
| <b>Section 6</b> | Pricing   |                  |                             |
| <b>Section 7</b> | Administrative Information (include the following):               |                  |                             |
|                  | Proper and Valid Licensing for conducting business in State of FL |                  |                             |
|                  | Current Applicable Department of Regulation License(s)            |                  |                             |
|                  | Current Applicable Certification(s)                               |                  |                             |
|                  | Proof of Liability Insurance and Limits                           |                  |                             |
|                  | Drug Free Work Place Form   |                  |                             |
|                  | RFP Affidavit   |                  |                             |
|                  | RFP Affidavit of Solvency   |                  |                             |
|                  | Attachment "A" Proposal Form                                      |                  |                             |
|                  | Acknowledged Addenda  |                  |                             |
|                  |   |                  |                             |
|                  |   |                  |                             |

**PART IX: SEALED RFP MAILING LABEL**

**REQUEST FOR PROPOSALS (RFP) NO: 16-27  
TRANSPORTATION OF CADAVERS**

**Cut along the outer border and affix this label  
to your sealed bid envelope to identify it as a  
"Sealed RFP"**

| <b>SEALED RFP • DO NOT OPEN</b> |   |
|---------------------------------|---|
| SEALED RFP<br>NO.:              | <b>RFP 16-27</b>  |
| RFP TITLE:                      | <b>Transportation of Cadavers</b>   |
| DUE<br>DATE/TIME:               | <b>By 4:00PM – January 21, 2016</b>   |
| SUBMITTED<br>BY:                | Company Name  |
|                                 | Company Address   |
|                                 | Company Address   |
| DELIVER TO:                     | St. Johns County Purchasing Dept.<br>ATTN: Karen Fullerton<br>500 San Sebastian View St<br>St. Augustine FL 32084 |



**END OF DOCUMENT**