

**REQUEST FOR PROPOSALS FOR  
Transportation Services of Human Remains for the Shelby County  
Coroner Office  
SHELBY COUNTY COMMISSION**

The Shelby County Commission is requesting proposals from prospective vendors to provide removal and transport of deceased bodies, throughout Shelby County and to the Alabama Department of Forensic Science, currently located at AUM Campus Montgomery, AL. Typical response locations include accident scenes, medical facilities, funeral homes, and residences. Historically over the past three years, such requirements occur on average, approximately 520 times annually. Vendors are encouraged to initiate preparation of proposals immediately upon receipt of this RFP for all relevant questions and information needs to be identified and answered, and to allow adequate time to prepare a comprehensive and complete response. Please note that this RFP does not constitute an offer but rather a request for offers from vendors.

**SCOPE OF WORK**

**A. Service Requirements**

The requirements of the successful bidder (also referred to as Contractor) includes, but is not limited, to the following:

1. Services shall be available and provided as necessary to the Coroner's Office 365 days per year, 24-hours per day.
2. Response time (arrival at location) to directed scenes shall not exceed one hour. A less than one hour response time shall be maintained for 90% of cases. Adequate dispatch and communication capabilities for enroute assessment and estimated time of arrival shall be provided. Clipboards, response forms and ink pens shall be included as standard vehicle supplies.
3. Each removal team shall be comprised of two (2) persons. Both persons shall be physically capable of removing bodies and be trained in proper lifting techniques.
4. The transport vehicle must be appropriate for safe and secure body transport and be able to hold one to two bodies at one time, when required. Vehicles must have the capability to respond to off-road scenes. Two vehicles or more will be necessary in order to respond concurrently to two or more scenes, or when more than two bodies must be transported. A rolling collapsible gurney should be included with each vehicle. All contractor personnel shall be required to arrive at the scene in company-owned vehicles, which shall be verified by vehicle registration.
5. Follow all check-in and check-out procedures provided by the Coroner.

6. Provide appropriate Insurance for vehicles and Liability of cargo.
7. The contractor shall comply with all OSHA, EPA, and Alabama State regulations regarding ground transport of bodies and handling of infectious bio-hazard material.
8. The contractor shall also provide proper procedures and PPE to protect personnel from exposure to biohazard pathogens, as well as protect the response location from contamination to the satisfaction of the Coroner.
9. The Contractor shall provide each employee an identification badge, card or similar device, indicating the name of the firm and the identification (full name) of the employee. Such identification devices should display employee's and/or subcontractor's picture.

**B. Contractor Qualifications and Personnel**

1. All employees of the Contractor and/or subcontractors performing removal services must successfully pass a background check. The Coroner reserves the right to be provided with background information and to deny any personnel as the Coroner deems unfit.
2. The personnel must meet the following basic criteria:
  1. 18 Years of age
  2. Valid Driver's License
  3. Commit to background check and random drug screen
  4. Follow appropriate protocols for loading and lifting bodies
3. The Contractor's employees or subcontractors must be sensitive to the service performed and must be clothed appropriately in business or business casual attire such as collard shirt, tie, trousers, or khaki trousers etc. and should not wear jewelry or other excessive body adornments. Always assure professional conduct of on-scene personnel and assure all complaints will result in immediate corrective action.

**C. Shelby County Commission Supplied Equipment**

1. Coroner will provide appropriate body bags, body bag seals, as well as a United States Flag for Veteran removals. The Contractor will be mindful of the equipment and supplies they utilize provided by the Office of the Coroner.

**SERVICE PROVIDER RESPONSIBILITIES**

Service provider will assume responsibility for delivery of services, regardless of whether or not the Service provider subcontracts any of these services. The Service provider will be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. Service provider will be totally responsible for all obligations outlined under this RFP.

### **HOLD HARMLESS PROVISION**

The service provider shall at all times indemnify and hold harmless the County and its departments, their County Commissioners, officers and employees, against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, occurring from any cause whatsoever in the work involved in the contract, and will, at his expense, defend on behalf of the County and its departments, their officers and employees, either or all, any suit brought against them or any suit arising from any such cause.

### **CONTRACT PERIOD**

This Contract shall be effective for twelve (12) months and commence immediately upon the same date as its full execution, with an option to issue two (2) additional twelve (12) month contracts or extend the first contract until such time that a new contract can be bid and awarded. Any additional contract or extensions will be at the same prices, terms and conditions as the original contract.

### **SERVICE PROVIDER QUALIFICATIONS**

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating the fact that they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Bid Package.

All vendors, contractors and the grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents.