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SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



FROM: Bob Doyle-Sheriff/Coroner/PA

SUBMITTAL DATE: July 3, 2003

SUBJECT: APPROVAL OF A PERSONAL SERVICE AGREEMENT WITH SOUTHWEST MORTUARY SERVICES FOR BODY TRANSPORTATION FOR THE SHERIFF/CORONER/PUBLIC ADMINISTRATOR OFFICE

RECOMMENDED MOTION: That the Board of Supervisors:

Pursuant to the applicable California Code 459.4;

1. Approve the personal service agreement with Southwest Mortuary Services Inc., and;
2. Approve the annual amount of \$300,000, and;
3. Authorize the Purchasing Agent to execute the agreement on behalf of the County, and;
4. Authorize the Purchasing Agent to exercise the option to renew annually for up to two (2) additional one-year periods.

BACKGROUND: The Sheriff/Coroner is responsible for the transportation of the deceased to the county morgues located in Perris and Indio for all of Riverside County. A Request for Proposal was issued on April 21, 2003 and solicitations were sent to 45 vendors and advertised on the Internet. Pricing was requested based on three geographic areas within the county. Two responses were received and Southwest Mortuary Services offered the lowest overall cost utilizing the pricing submitted proportioned by the projected utilization for the three geographic areas. For calendar year 2002 there were 1,866 cases at an annual cost of \$279,900. The Sheriff/Coroner is requesting \$300,000 to cover any contingencies i.e. natural disasters, terrorist's attacks, and major accidents that may occur, and there is no county liability for projected usage that is not utilized. In addition, County Ordinance 608.2 grants the Sheriff the ability to retrieve some reimbursement costs of up to \$100 under certain circumstances. (See Exhibit A).

(Continued on Page 2)

William J. Doyle
BOB DOYLE
Sheriff

FINANCIAL DATA:

CURRENT YEAR COST: \$0
NET COUNTY COST: -0-

ANNUAL COST: \$300,000
IN CURRENT YEAR BUDGET: YES/NO
BUDGET ADJUSTMENT: YES/NO FOR FY: 03/04

SOURCE OF FUNDS: NCC

C.E.O. RECOMMENDATION: APPROVE

County Executive Officer Signature

Sally A. Beaman

03 JUL 03 04:10
COUNTY OF RIVERSIDE
03 JUL 03 04:35
RECEIVED
CLERK OF SUPERVISORS
OFFICE OF EXECUTIVE

Prev. Agn. ref.
3.35 on 6/1/99

Dist.
ALL

AGENDA NO.

3.47

Purchasing: *Bob Doyle*
 Director

Policy
 Policy
 Consent
 Consent
 Department Recommendation:
 Per Executive Office:

Board of Supervisors

Form 11: APPROVAL OF A PERSONAL SERVICE AGREEMENT WITH SOUTHWEST MORTUARY SERVICES FOR BODY TRANSPORTATION FOR THE SHERIFF/CORONER/PUBLIC ADMINISTRATOR OFFICE

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REVIEW/APPROVAL: Interviews of both candidates were held on June 12, 2003 with the unanimous decision to award to Southwest Mortuary Services Inc. as the most responsive/responsible vendor. The interview team consisted of the Sheriff/Coroner personnel and a member of the Purchasing Department. Purchasing concurs with this request.

PRICE REASONABLENESS: The lowest responsive/responsible vendor was selected based on the competitive bids received and vendor qualifications.

**Form 11 Attachment
Contract/Lease/Purchase Summary Data**

Contract	Lease	Purchase	
Approval/Renewal	Approval/Renewal	Sole Source	
Sole Source	Multi-Year Lease	Other Than Low Bid	
x Personal Services	Equipment	Change Order	
Independent Contractor	Real Property	Other than low Bid	Change
	Order		
Change Order			

User Department:	Sheriff/Public Administrator
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Vendor/Lessor Name:	<i>Southwest Mortuary Services, Inc.</i>
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Vendor/Lessor Location:	Mission Viejo, CA
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Selection Committee Member Names (RFP's Only) Coroner & Purchasing				
Minority Status:	M	W	DV	x None
Local Preferences Applied: Effected Award?				X Yes No Yes X No

**Applicable Board Policy # California Code 459.4
Comments:**

RFQ/RFP Process:
Date Mailed: 4/21/03

Response Date: 5/21/03
of Responses: 2
of Qualified Responses: 2

Bidding Process:
Bid Range: \$125 To: \$150 per body retrieval

Local Bid Range: \$ 150
Responsive and
Responsible Bid Range: \$125 To: \$150 per body retrieval
Local Preference Award Cost \$
Local Preference FYTD: Cost \$

Contract/Lease Renewals Only

Proposed Differences

	<u>Existing Agreement Items</u>	<u>Proposed Agreement Items</u>
1. Rates		
2. Terms		
3. Conditions		
4. Legal Issues		
5. Accountability		
6. Other		
(Continue on blank sheet, if necessary)		

Exhibit A

4.68.030 Removal and Storage Fees Charged by Coroner

- A. Pursuant to Section 27472 of the Government Code, whenever the coroner takes custody of a dead body pursuant to law, he or she may charge and collect from the person entitled to control the disposition of the remains as specified in Section 7100 of the Health and Safety code, the actual expense incurred by the Coroner in removing the body from the place of death and keeping the body until its release to the person responsible for its internment. The charge shall not exceed one hundred dollars (\$100.00), shall not be imposed upon a person who claims and proves to be indigent, or in cases in which the body is that of a child not more than fourteen (14) years of age, or in cases in which the coroner ascribes the death to the criminal act of another unless the coroner has reasonable grounds to believe that the deceased was involved in any criminal activity which contributed to his or her own death. The charge shall not include expenses of keeping the body during the time necessary for the coroner to perform his or her duties in connection with it.
- B. In this section a person shall be determined indigent if the person is entitled to control the disposition of the remains of a dead body and the person's family income is equal to less than one hundred fifty percent (150%) of the federal declared poverty scale in effect on the date the coroner takes charge of the dead body. (Ord. 608.2 §§ 1,2, 1991)