



# Jasper County

## Request for Proposal (RFP)

### #2024-10

Coroner Transportation Services

Proposal Due Date:  
April 18, 2024, at 3:00 PM

## **GENERAL OVERVIEW**

Jasper County (County) is seeking proposals from qualified transportation companies to provide transportation of deceased individuals to and from locations throughout and without the County, including but not limited to, hospitals, nursing homes, hospices, convalescent facilities, funeral homes, mortuaries, and medical examiner offices.

This solicitation does not commit Jasper County to award a contract, to pay any cost incurred in the preparation of bids submitted, or to procure or contract for the services. Jasper County reserves the right to accept or reject, any, all, or any part of proposals received because of this request, or to cancel in part or in its entirety this Request for Proposals if it is in the best interests of Jasper County to do so.

Any requests for clarification or additional information deemed necessary by any Proposer to prepare a complete and accurate proposal must be submitted in writing by 3:00 PM on April 18, 2024, to the procurement officer, Kimberly Burgess, at [kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov) or via Vendor Registry.

Written questions or requests for clarification must be received before the question deadline stated above. Any request received after the above stated deadline will not be considered. All requests received prior to the above deadline will be responded to in writing in the form of an addendum addressed and emailed to all prospective proposers via Vendor Registry.

## **SCOPE OF SERVICES**

The successful proposer shall provide the following services as required which may include, but are not limited to the following:

- Respond promptly to calls from the coroner's office to pick up decedents,
- Transporting bodies for autopsy in a safe and professional manner,
- Proper storage of bodies when transporting to and from the various locations,
- Proper tagging of body bag,
- May perform removals from prep rooms, embalming facilities, or location of death,
- Provide enough vehicle(s) for transportation services,
- Transport drive may be required to wait until autopsy is complete,
- Transport workers must be able to lift 50 pounds or more,
- Possess the ability to comprehend written instruction,
- Able to communicate effectively with the coroner's office,
- Establish a good working relationship with the coroner's office,
- Maintain confidentiality, and
- Maintain proper chain of custody of the bodies during transport.

## **HOURS OF SERVICE**

Hours of service are dependent upon the time and location of required pickup and delivery of bodies to the appropriate destination and may require work on days designated as holiday by the County or the United States of America and must be available “24/7”, 365 days per year.

## **SOLICITATION AVAILABILITY**

Proposers may obtain a copy of the Request for Proposal document from Vendor Registry via the Jasper County website: [www.jaspercountysc.gov](http://www.jaspercountysc.gov) under “What’s New?”, then “Bids and Solicitations.”

## **ADDITIONAL INFORMATION INQUIRIES**

Willie Aiken  
Jasper County Coroner  
P O Box 614  
Ridgeland, SC 29936  
(843) 547-8286  
[waiken@jaspercountysc.gov](mailto:waiken@jaspercountysc.gov)

## **INSTRUCTIONS TO PROPOSERS**

To be considered a valid proposal, each organization submitting a proposal (“Proposer”) must assure receipt by Jasper County of one original proposal and two duplicates at the following address not later than 3:00 p.m. local time, Thursday, April 18, 2024, at which time all proposers submitting proposals will be announced. Proposals shall be accepted in person, by U.S. Mail or by private courier service or online via Vendor Registry. A link to the County’s Vendor Registry webpage may be found under “What’s New?”, “Bids & Solicitations”, on the County’s website at [www.jaspercountysc.gov](http://www.jaspercountysc.gov). Any bids submitted or delivered after the above time will not be accepted under any circumstances. Proposals should be delivered to the Jasper County Procurement Officer:

Kimberly Burgess  
Director of Administrative Services  
Jasper County  
358 Third Avenue, Suite 304  
P. O. Box 1149  
Ridgeland, SC 29936

Proposals, amendments thereto or withdrawal requests must be received by the time advertised for proposal to be timely filed. It is the vendor’s sole responsibility to ensure that these documents are received by the procurement officer at the time indicated in the solicitation document.

Proposals should be placed on company letterhead or on a document which provides the Proposer name, address, phone number and other pertinent contact information. The successful

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Proposer will be required to furnish a W-9, appropriate evidence of license to transport bodies in the state of South Carolina, and a certificate of insurance as evidence of the required insurance coverage. The successful proposer will be required to obtain a Jasper County business license.

### **RIGHT TO CANCEL OR REJECT**

Jasper County is under no obligation to award this project to the proposed vendor offering the lowest fee. Jasper County is seeking a service solution, not a proposal meeting rigid specifications. Jasper County reserves the right to select the vendor and award the contract based on the proposal that is most advantageous to the County.

The County reserves the right to reject any or all Proposals, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional Proposals. The County may cancel or reject any or all proposals in whole or in part when it is in the best interest of the County. The County also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the successful Proposer.

All Proposals will remain subject to acceptance for ninety (90) days after the day of the Proposal opening.

### **RIGHT OF SUBMITTED MATERIALS**

All responses, inquiries, and correspondence about this RFP submitted by Proposers shall become property of Jasper County when received. Proposers must clearly mark as “confidential” each part of their proposal which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, SC Code (2014). If any part is designated as confidential, there must be attached to that part, an explanation of how this information falls within one or more categories listed in section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.

### **QUESTIONS REGARDING RFP**

Any questions concerning the submission of this proposal or any questions regarding Jasper County may be submitted via Vendor Registry, a link to which is on the Jasper County website or via email to Kimberly Burgess at [kburgess@jaspercountysc.gov](mailto:kburgess@jaspercountysc.gov).

### **CONTRACT PERIOD**

The contract period will be for a one-year period, with an option to renew after the initial period, for a one-year period, thereafter.

### **GENERAL PROVISIONS**

The proposer must furnish satisfactory evidence of their ability to furnish services in accordance with the terms and conditions of this request for proposal. County reserves the right to make the final determination as to Proposer’s ability to provide services requested herein.

All amendments to and interpretations of this solicitation shall be in writing. Jasper County shall not be legally bound by any amendment or interpretation that is not in writing.

The contract will be awarded to the most advantageous proposal from a responsive and responsible transportation company who meets the minimum criteria requirements and whose proposal is determined to be the most advantageous to Jasper County, taking into consideration the Proposer's experience, staff capacity, references, as well as price. All proposals unless otherwise stated will be assumed to meet all specifications and requirements as set forth in the Request for Proposal. Ambiguous proposals which are uncertain as to terms, delivery, or compliance with specifications may be rejected or otherwise disregarded. Proposals will be subject to approval and award by the Jasper County Council.

### **SELECTION COMMITTEE**

A Selection Committee will screen and review all proposals according to the comparative criteria. While price is one basic factor for award, it is not the sole consideration. The Selection Committee will review each respondent's proposal to determine compliance with the minimum qualifications. For those proposals that meet the minimum qualifications, the Selection Committee will select the most qualified respondents for interviews using the comparative criteria outlined below. The County will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP. Interviews may be conducted with these "short-listed" respondents. On the basis of the proposals, references, and interviews, the Selection Committee will rank respondents using the selection criteria. Award of contract will be subject to approval by the Jasper County Council.

The County reserves the right to reject any proposal that contains prices for services that are unreasonable when compared to the same or other bids if such action is in the best interest of Jasper County.

This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the procurement officer in writing to be received prior to the opening date. The solicitation may or may not be changed but a review of such notification will be made prior to award.

All prices and notations should be printed in ink or type written. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after the specified time of opening.

### **INSURANCE REQUIREMENTS**

Proposer will maintain public liability insurance policy with respect to the requirements of this contract, naming Jasper County as an additional insured, with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence based with respect to both bodily injury

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and property. The vendor assumes all risks of direct and indirect damage or injury to the property of person(s) used or employed on or in connection with the work contracted for, and all damage or injury to any person or property, wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way with the contracted work.

- Workers' Compensation—The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the County and its agents, employees, and officials.
- Commercial General Liability - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. The limits shall be no less than \$ 1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
- Business Automobile Liability - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
- Vendor agrees to protect, defend, indemnify, and hold harmless Jasper County; it's Commissioners, officers, agents, and employees from and against any and all liability incurred as a result of the work performed pursuant to the terms of this RFP.
- Failure to maintain insurance coverage as required will be grounds for immediate termination of the contract.
- Prior to commencing work or services under this contract, the supplier must furnish Jasper County with Certificates of Insurance as evidence that policies provide the required coverage.

## **SELECTION PROCESS**

The Selection Committee consisting of County staff will review, analyze and evaluate the proposals received using comparative criteria to identify the highest ranked proposals. Proposals will be evaluated and rated as "Highly Advantageous" (HA), "Advantageous" (A) or "Not Advantageous" (NA) for each criterion indicated in the table below. At that point, the Committee may conduct interviews and/or conduct contract negotiations with the highest rated proposer(s). The proposal that best serves the interests of Jasper County, with price and all evaluation factors considered, including proposed revisions, shall be recommended to the County Council for a contract award. The County expressly acknowledges that the contract may be awarded to the Proposer who does not submit the lowest Fee Proposal.

The selected firm must have the expertise to carry out such work and have experience working on similar projects. The County requires that the successful bidder demonstrate that it has the requisite skills to complete this endeavor.

## **COMPARATIVE CRITERIA**

The following are the criteria that will be used in evaluating the submitted proposals.

<b>Criteria</b>	<b>Rating</b>
<p><b>FIRM'S EXPERIENCE</b></p> <p>HA: The proposal demonstrated significant experience with providing similar services for 5 or more years.</p> <p>A: The proposal demonstrated some experience with providing similar services for 3-4 years.</p> <p>NA: The proposal demonstrated experience with providing similar services for less than 3 years</p>	<p>Highly Advantageous: _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p>
<p><b>MBE/WBE</b></p> <p>The respondent is a certified MBE or WBE</p> <p>The respondent is not a certified MBE or WBE</p>	<p>Highly Advantageous: _____</p> <p>Non-Advantageous _____</p>
<p><b>WORK PLAN/APPROACH</b></p> <p>HA: The respondent's proposal very clearly demonstrated the firm's ability to meet the goals and objectives identified in the RFP.</p> <p>A: The respondent's proposal demonstrated some ability to meet the goals and objectives identified in the RFP, but the proposal lacked sufficient details.</p> <p>NA: The respondent's proposal lacked details and wasn't very clear about meeting the goals and objectives identified in the RFP.</p>	<p>Highly Advantageous: _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p>
<p><b>REFERENCES</b></p> <p>HA: The respondent can provide five (5) or more references.</p> <p>A: The respondent can provide less than five (5) but greater than two (2) references</p> <p>NA: The respondent can provide one (1) or less references.</p>	<p>Highly Advantageous: _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p>

<p><b>PRICE PROPOSAL</b></p> <p>HA: The respondent fee proposal is less than the established County internal budget.</p> <p>A: The respondent fee proposal is equal to, or no greater than 120% of the established County internal budget.</p> <p>NA: The respondent fee proposal is greater than 120% of the established County internal budget.</p>	<p>Highly Advantageous: _____</p> <p>Advantageous: _____</p> <p>Not Advantageous: _____</p>
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**Minority-owned and Women-owned Business Enterprises**

Jasper County strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small business to respond to this RFP, to participate as partners, or to participate in other business activities in response to this RFP.

**Payment Requirements**

Proposers should be aware Jasper County will only make payments on the contract issued under this RFP after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and County approved invoice from the vendor. Compensation to the selected vendor will be on a per transport basis as identified in the Price Proposal. The County will not reimburse for out-of-pocket expenses. No advance payments will be made to the vendor, who must have the capacity to meet all project expenses in advance of payments by Jasper County.

**Acceptance of RFP and Contract Terms**

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the respondent of the terms and conditions of this RFP. If a proposal is accepted for Contract award, the respondent agrees to enter into a contract with the County in a form agreeable to both parties.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the respondent in writing and is received at the place and prior to the date and time designated in the RFP for receipt of proposals. After such date and time, the respondent may not change the fee proposal or any other provision of its proposal in a manner prejudicial to the interests of the County and/or fair competition.

The County shall waive minor informalities or allow the respondent to correct them. If a mistake and the intended fee proposal is clearly evident on the face of the proposal, the County shall correct the mistake to reflect the intended correct fee proposal and shall so notify the respondent in writing and the respondent may not withdraw its proposal. A respondent may withdraw its

proposal if a mistake is clearly evident on the face of the proposal, but the intended fee proposal is not similarly evident.

**Term of Contract**

The contract period will be for a one-year period, with an option to renew after the initial period, for a one-year period, thereafter.

**No Warranty**

Respondents shall examine the RFP, specifications, and instructions pertaining to the services. Failure to do so shall be at the respondent’s own risk. It is assumed that the respondent has made a full investigation so as to be fully informed as to the extent and character of the services and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, and/or instructions.

**Expense of RFP Submission**

All expenses incurred in the preparation and submission to the County of proposals in response to this RFP shall be borne by the Respondent.

**Jasper County Reservation of Rights**

The County reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interests of the County. The County further reserves the right to waive any minor informalities in any proposals received if it be in the public interest to do so. The determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of the County. The County will not disclose the status of negotiations until the Jasper County Council has approved the award of a contract for service.

**Insurance Requirements, Indemnity, and Hold Harmless**

The Proposer agrees to indemnify and hold harmless Jasper County against all losses and liabilities arising out of or resulting from all injuries or death or damage to property, including theft, on account of performance of work or services by the proposer or proposer's employees or subcontractors pursuant to this Agreement. Proposers shall maintain liability insurance sufficient to fulfill its obligations under this paragraph, in amounts acceptable to the County and shall provide proof of such insurance to County upon request. The proposer may not change such insurance during the term of this agreement without providing written notice to the County.

The Respondent must be willing and able to carry and maintain the required insurance as set forth in the Professional/Technical Services Contract, and to name the following: “Jasper County Council, its affiliated entities and the entities which manage, Jasper County or its affiliates.”