

**REQUEST FOR PROPOSALS  
INDIGENT CREMATION SERVICE &  
REMOVAL AND STORAGE OF BODIES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals from local funeral homes for the retrieval and storage of bodies that do not fall within the responsibility of the Medical Examiner's Office, and for the cremation of individuals who have been determined to be indigent. This proposal should contain an itemization of all cost involved in each process. These would include transportation, storage, and materials costs.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., March 3, 2009. Provide one original and 11 copies of the submittal. Only proposals received by the aforesaid time and date will be considered. All proposals shall be labeled, "RFP- Indigent Services".

Questions concerning this request should be directed to Santa Rosa County Procurement Officer, Orrin Smith, at (850) 983-1870.

Scope of Services may be secured from the Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

**LEGAL NOTICE**

One issue –Press Gazette – January 31, 2009, Navarre Press February 5, 2009

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith

January 31, 2009

**MEMORANDUM**

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Indigent Cremation Services and Removal/Storage of Bodies

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## **REMOVAL AND STORAGE OF BODIES**

### Scope of Services:

1. 24 hours a day, 7 days a week coverage of Santa Rosa County.
2. The Contractor agrees to maintain an operable telephone service at all times.
3. Removal will require at least 2 removal agents at each scene of death.
4. A response time limit of one hour preparation time plus travel time will be required, after receiving notification from Medicolegal Investigator.
5. Carry all necessary documents, insurance, permits, etc., per Florida Statutes.
6. Provide necessary vehicle for transportation of bodies along with the proper removal equipment.
7. Provide proper storage facilities for the bodies.

## **INDIGENT CREMATION**

1. The determination of indigence is placed on the referring/requesting source, i.e. nursing home, hospital, county morgue, etc.
2. Pickup and transportation of the deceased may be required.
3. Pickup and transportation of deceased from the County Medical Examiner's Office may be required.
4. Pickup and transportation of deceased from nursing home, hospital, private home, etc. may be required involving situations where the deceased's family members are unsure how the deceased will be handled. Any funeral home fees resulting will be handled with the deceased's survivors. In the event the county is responsible the contract price will prevail.
5. This contract will be for cases within Santa Rosa County.
6. The county does not provide a funeral service/viewing or final assistance toward a funeral service.
7. Upgrades to the county's arrangements with the contracted agency will not be permitted.