



**Wharton County  
REQUEST FOR PROPOSAL  
For  
Wharton County Medical Examiner Autopsy Transportation**

Submit to: Commissioners' Court of Wharton County  
Barbara A. Starling, County Auditor  
Wharton County Courthouse Annex  
309 E. Milam, Suite 300  
Wharton, Texas 77488

For: Wharton County

Due Date: **Thursday, April 9, 2020 at 3:30 p.m.** in the County Auditor's Office when all proposals will be opened and publicly read. All proposals will be date and time stamped. Proposals received after the specified time will not be considered.

Presentation: April 13, 2020, at 9:30 a.m. during the regular session of the Commissioners' Court in the Courthouse Annex, 309 E. Milam, Suite 602, Wharton, Texas.

Published: *Wharton Journal-Spectator* issue of March 25<sup>th</sup>, 2020  
*El Campo Leader-News* issue of April 1<sup>st</sup>, 2020

**Contact:** Phillip Spentrath, Wharton County Judge 979-532-4612

## **I. INTRODUCTION**

The purpose of this Request for Proposal is to solicit proposals which will enable Wharton County to select the most qualified and cost effective applicant to **provide transportation of bodies for autopsy.**

The Commissioners' Court expects there MAY be two contracts awarded. One contract for West Wharton County and another for East Wharton County.

The Commissioners' Court expects the contract period to be a three-year term. This is subject to review of applicant performance, compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFP in no way constitutes a commitment by the Commissioners' Court to award a contract.

Proposals will be accepted from Applicants interested in providing these services. Proposals must be submitted on the proposal form included in this package. Proposals **must** be signed by principal or officer authorized to bind the applicant. All pages are to be initialed and returned. Proposals must be sealed and clearly marked "**Transportation for Autopsy**" on outside of envelope along with applicant's name and return address prominently displayed. This proposal shall be on a unit price method as allowed under §262.028 of the Local Government Code. All service must conform to specifications.

Proposals received after the stated due date and time will be rejected, returned to the applicant, and not reviewed by the Commissioners' Court.

Electronic mail and faxed copies of the application will not be accepted. Applicants who choose to mail proposals must allow ample mail delivery time to ensure timely receipt of their proposals. Postmarking by the due date will not substitute for actual receipt of the proposal by the Commissioners' Court. It is the applicant's responsibility to ensure that the proposal is date and time stamped as received prior to the deadline.

## II. SCOPE OF SERVICES

Candidate will provide transportation services for Wharton County pursuant to all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders/decrees of any courts or administrative bodies in any matter affecting the performance of the scope of work. There are approximately 50 autopsy transportations annually.

### Destination

Travis County Medical Examiner's Office, Austin, Texas

Fort Bend County Medical Examiner's Office, Rosenberg, Texas

1. The vendor will need access to refrigeration storage of remains (when family cannot be discovered).
2. The following **must** be supplied with this proposal:
  - Photocopy of current State of Texas License

**All applicants must complete the "Conflict of Interest Questionnaire". Chapter 176 of the Texas Local Government code requires that any vendor or person conducting business or wishing to conduct business with a county complete the questionnaire. The completed conflict of interest questionnaire must be filed with the Wharton County Clerk not later than the seventh business day after the response to a request for proposal or proposal is submitted.**  
<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

Wharton County Commissioner's Court will not consider for action any contract with a business entity unless the business entity submits a Certificate of Interested Parties (Form 1295). A business entity will generate Form 1295 online AFTER notification of awarding of the proposal. The Texas Ethics Commission promulgated rules to implement the law and established an online portal at: <https://www.ethics.state.tx.us/filinginfo/1295/>  
The successful applicant must complete this form and submit the signed and notarized form before the contract is executed. Contract number is 041320

**Any questions can be directed to the Texas Ethics Commission in Austin.**

3. INSURANCE REQUIREMENTS:

Applicants **must** furnish certificates of insurance or other acceptable evidence from a reputable insurance company or companies acceptable to the County, licensed to write insurance in the State of Texas, showing the contractor is covered by insurance with the minimum limits of liability:

a. General Public Liability, including Product Liability Insurance as follows:

\$250,000 for injuries to one person, \$500,000 for injuries to all persons in a single occurrence

\$100,000 for property damage or \$600,000 combined single limit,

Certificate of Liability Insurance evidencing at least \$1,000,000 in liability coverage, including pollution coverage and vehicles.

The policy shall be on the commercial general liability form and shall include coverage for acts of independent contractors.

b. Statutory Workers Compensation and Employers Liability Insurance with a **Waiver of Subrogation in favor of the County**, evidencing at least \$500,000 in coverage per accident and each employee. In the event any work is sublet, the contractor shall require each subcontractor similarly to provide the same coverage and shall acquire evidence of such coverage of the subcontractor.

c. Motor Vehicle Liability Insurance on all vehicles used in connection with the contract, whether owned, non-owned or hired as follows:

- \$250,000 for injuries to one person, \$500,000 for injuries to all persons in a single occurrence
- \$100,000 for property damage or \$600,000 combined single limit

Certificates of insurance with the County listed as an additional insured under each policy **must** be provided upon the award of proposal.

The Commissioners' Court reserves the right to reject any or all proposals, in whole or in part, to advertise for new applications, to abandon the need for such services, and to cancel this RFP at any time prior to the execution of the written contract.

All information submitted by the Applicant will be treated by the Commissioners' Court as a public record unless the Applicant properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Texas at the time its proposal is submitted.

## **VI. CONTRACTUAL TERMS**

The Contract, which the Commissioners' Court expects to award as a result of this RFP, shall be based upon the proposal submitted by the successful Applicant and this RFP. The Contract between the Commissioners' Court and the successful Applicant shall be a combination of the scope of services, terms and conditions of the RFP, the proposal of the Applicant, and all written clarifications or changes made in accordance with the provisions herein. The Commissioners' Court reserves the right to either award a Contract without further negotiation with the successful Applicant or to negotiate Contract terms with the selected Applicant if the best interests of the Commissioners' Court would be served by negotiation.

**Wharton County  
 Medical Examiner Case Transportation  
 Request for Application  
 Cost Form**

<b>Austin, Texas:</b>	<b>Cost Proposal</b>
First Call	
Heavy Duty Body Bag	
To Medical Examiner	
From Medical Examiner	
Second person required for	
<b>Rosenberg, Texas:</b>	<b>Cost Proposal</b>
First Call	
Heavy Duty Body Bag	
To Medical Examiner	
From Medical Examiner	
Second person required for	

**Comments and any additional charges, please explain:**

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This proposal submitted by:

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Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street, P.O. Box No.

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Fax Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phillip Spenrath Date  
Wharton County Judge