

**Agenda Item Summary**

19-1125

BOC Meeting Date
12/18/2019**Requesting Agency**

Medical Examiner

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of lowest responsible bidder Medical Examiner, 19ITB867972C-BKJ, Pick-up, Removal and Delivery of Deceased remains, in the amount of \$120,000.00 with Middleton Mortuary Transport (Fairburn, GA) to provide transportation of deceased remains. Effective dates: January 1, 2020 through December 31, 2020, with two renewal options.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are safe

Is this a purchasing item?

Yes

Summary & Background*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: This contract will provide transportation of decedent's remains to the Medical Examiner's Office in Fulton County. The Contractor will deliver all decedents picked up to the Office of the Medical Examiner in the body bags provided by the Medical Examiner.

Department Recommendation: Recommends approval.

Project Implications: Provide transportation of deceased remains countywide.

Community Issues/Concerns: None that the Department is aware of.

Department Issues/Concerns: None that the Department is aware of.

History of BOC Agenda Item: This is a new procurement

Contract Compliance Information*(Provide Contractor and Subcontractor details.)***Contract Value:****\$120,000.00****Prime Vendor:****Middleton Mortuary Transport****Prime Status:****Non-Minority****Agency Director Approval****County Manager's
Approval**

Typed Name and Title

Felicia Strong-Whitaker

Phone

404-612-5800

Signature

Date

19-1125

Continued

Location:	Fairburn, GA
County:	Fulton County
Prime Value:	\$120,000.00 or 100.00%
Total Contract Value:	\$120,000.00 or 100.00%
Total M/FBE Value:	\$-0-

. To protect the interests of the County, the County Attorney shall approve the contract as to form and substance, and make any necessary modification, prior to execution by the Chairman.

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	3	3	0	6
No. Bids Received:	1	3	0	4
Total Contract Value	\$120,000.00 or 100.00%			
Total M/FBE Values	\$120,000.00 or 100.00%			
Total Prime Value	\$120,000.00 or 100.00%			
Fiscal Impact / Funding Source		<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>		
Pending 2020 budget approval				
Exhibits Attached		<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>		
Exhibit 1: Tabulation Sheet				
Exhibit 2: Contractor Performance Report				
Source of Additional Information		<i>(Type Name, Title, Agency and Phone)</i>		
Karleshia Bentley, Executive Assistant, Medical Examiner, 404-613-4400				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement**Contract Attached:**
No**Previous Contracts:**
No**Solicitation Number:**
19ITB867972C-BKJ**Submitting Agency:**
Medical Examiner**Staff Contact:**
Karleshia Bentley**Contact Phone:**
404-613-4400**Description:** To provide transportation of deceased remains.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .
 Previous Adjustments: .
 This Request: \$120,000.00
 TOTAL: \$120,000.00

MBE/FBE Participation:

Amount: . %: .
 Amount: . %: .
 Amount: . %: .
 Amount: . %: .

Grant Information Summary:

Amount Requested: . ☐ Cash
 Match Required: . ☐ In-Kind
 Start Date: . ☐ Approval to Award
 End Date: . ☐ Apply & Accept
 Match Account \$: .

Funding Line 1:

100 340 3400 1160

Funding Line 2:

.

Funding Line 3:

.

Funding Line 4:

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KEY CONTRACT TERMS**Start Date:**

01/01/2020

End Date:

12/31/2020

Cost Adjustment:

.

Renewal/Extension Terms:

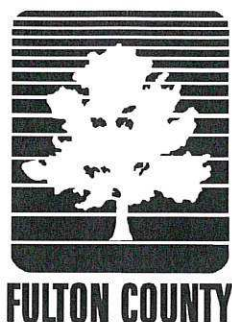
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ROUTING & APPROVALS

(Do not edit below this line)


X	Originating Department:	Gorniak, Jan	Date: 10/29/2019
X	County Attorney:	Palmer, Ashley	Date: 12/11/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/11/2019
X	Finance/Budget Analyst/Grants Admin:	Walker, Catherine	Date: 10/29/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2019

BID TABULATION SHEET																		
BID NUMBER#: 19ITB867972C-BKJ				OPENING DATE:		9/24/2019		PAGE NUMBER:				1 of 1						
BID DESCRIPTION: Pickup and Removal of Deceased Remains																		
REQUESTING DEPARTMENT: Medical Examiners Office				CONTACT: Karleshia Bentley														
Packet Page -367-	VENDOR CODE			VENDOR CODE			VENDOR CODE			VENDOR CODE								
	VENDOR NAME			VENDOR NAME			VENDOR NAME			VENDOR NAME								
	Middleton Mortuary Transport			Jackson Transport			FTS Services			First Call Removal								
	ADDRESS			ADDRESS			ADDRESS			ADDRESS								
	5701 Valley Loop, Fairburn, GA 30213			161 Rhodesia Ave, SE, Atlanta, GA 30315			3 Hillside Court, Ellenwood, GA 30294			6981 Mableton Parkway, Mableton GA 30126								
	TELEPHONE:			TELEPHONE:			TELEPHONE:			TELEPHONE:								
	404-797-4845			770-695-9576						770-745-0489								
	CONTACT:			CONTACT:			CONTACT:			CONTACT:								
	Henry Middleton			Leonard Jackson			Mario Emerson			Quentin Whittaker								
	Product	Estimated Quantity	Per Unit Cost	TOTAL COST	Estimated Quantity	Per Unit Cost	TOTAL COST	Estimated Quantity	Per Unit Cost	TOTAL COST	Estimated Quantity	Per Unit Cost					TOTAL COST	
and Removal Services	1600	\$75.00	\$120,000.00	1600	\$0.00	\$0.00	1600	\$90.00	\$144,000.00	1600	\$150.00	\$240,000.00						
TOTAL COST			\$120,000.00			Deemed Non-Responsive			\$144,000.00			\$240,000.00						
BIDS MAILED		NO RESPONSE: 1														DATE RECEIVED: 9/24/2019		
BIDS RECEIVED:		4		NO-BIDS:		CONTACT: Brian Jones, APA, Team C										DATE COMPLETED:		



INTER-OFFICE MEMORANDUM

TO: Felicia Strong-Whitaker, Director
Purchasing and Contract Compliance

FROM: Dr. Jan Gorniak, 
Chief Medical Examiner

DATE: October 29, 2019

SUBJECT: Contractor Performance Memo

The contractor listed below has never provided services for pick-up, removal, and delivery of deceased remains for Fulton County as a prime contractor.

Project No: 19ITB867972C-BKJ

Project Title: Pickup and Removal of Deceased Remains

Contractor: Middleton Mortuary Transport

File:
JMG/krb