



# INTEROFFICE MEMORANDUM

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** March 2, 2026

**PROJECT:** 25RFP1552437C-JH, "Pickup and Removal of Deceased Remains"

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of the Medical Examiner's Office.

Six (6) qualified firms submitted proposals for evaluation and consideration for award of Pickup and Removal of Deceased Remains for this project:

1. 92Mike Transport LLC
2. First Call Removal Service, LLC
3. New England Trauma Services
4. Parker Memorial Transport & Cremations
5. Thompsons Mortuary Services
6. To the Point Transportation

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by **First Call Removal Service LLC** with a total score of **76.31**, is the recommended vendor for the award of #25RFP1552437C-JH, "Pickup and Removal of Deceased Remains".

Evaluation Committee Recommendation Letter  
March 2, 2026 Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

**SELECTION COMMITTEE MEMBERS:**

*Marian Green*

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Marian Green, Deputy Director

*Angie McCray*

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Angie McCray, Forensic Supervisor

*Jimmy Sadler*

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Jimmy Sadler, Chief Investigator

*Colin Hebert*

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Colin Hebert, Deputy Chief Medical Examiner

Evaluation Committee Recommendation Letter  
 March 2, 2026 Page | 3

EVALUATION CRITERIA	WEIGHT	92Mike Transport LLC	First Call Removal Service LLC	New England Trauma Services	Parker Memorial Transport & Cremation	Thompsons Mortuary Services	To the Point Transportation
Project Plan/Approach to Work	20	13.75	18.75	16.25	15	13.75	10
Qualification of Key Personnel	20	17.5	18.75	16.25	16.25	15	12.5
Relevant Project Experience/Past Performance	20	17.5	18.75	16.25	11.25	12.5	6.25
Availability of Key Personnel	13	8.13	13	9.75	9.75	9.75	7.31
Local Preference	5	0	0	0	0	5	5
Service Disabled Veterans Preference	2	2	0	0	0	2	0
Cost Proposal	20	3.48	7.06	4.88	8.47	11.87	20
<b>TOTAL SCORE:</b>	<b>100.00</b>	<b>62.36</b>	<b>76.31</b>	<b>63.38</b>	<b>60.72</b>	<b>69.87</b>	<b>61.06</b>

*\*To sum Total Score columns highlight the row and press F9*