SUBJECT: INDIGENT CREMATION/BURIAL PROGRAM FOR DUVAL COUNTY

BID #: SC-0187-17 **OPEN DATE: 08/02/2017**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOCIAL SERVICES DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the third of four (4), one (1) year renewal options with Eternity Funeral Home and Crematory of Jacksonville, LLC for the indigent cremation/burial program for Duval County. The period of service will be from October 1, 2020 through September 30, 2021. The requested annual expenditure not-to-exceed $500,000.00. The revised total award not-to-exceed $1,971,403.00.

The award to be funded by account number 00111.164017.531090 and to be encumbered by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Terms and Conditions, Previous Award

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Johnnetta Moore, Chief, Social Services Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM:

TO: Greg Pease, Chief of Procurement
Chair of Professional Services Evaluation Committee

THRU: Martha Hemphill, Program Manager
Social Services Division

FROM: Johnnetta Moore, Chief
Social Services Division

SUBJECT: BID # SC-0187-17 Indigent Cremation/Burial Program for Duval County - Year 4 Contract Renewal Option

DATE: September 3, 2020

The third renewal period of a five-year contract under Bid SC-0187-17 for Indigent Cremation/Burial Services will expire September 30, 2020. The Social Services Division would like to exercise the renewal option under this contract with the current vendor, Eternity Funeral Home and Crematory, at an estimated cost of $500,000.00 for the next 12-month period, October 1, 2020 through September 30, 2021.

Attached is a letter from Rex D. Gill, owner, expressing his desire to exercise the option to renew his contract for the period October 1, 2020 through September 30, 2021.

The Funding Code is 00111.164017.531090.000000.00000000.00000.0000000

Thank you for your assistance with this renewal. For further information or additional questions, please contact Martha Hemphill at 255-3329.

cc: Ruben Ola, Purchasing Analyst

Eternity
FUNERAL HOME AND CREMATORY

July 1, 2020

Social Services Division and the City of Jacksonville, Florida,

This letter serves as notice to the City of Jacksonville that Eternity Funeral Home and Crematory of Jacksonville, LLC would like to continue the five year contract at the budget level set forth in the initial contract, providing burial and cremation services for those who pass away in Duval County and qualify through the Indigent Care Program through the Social Services Division

Respectfully,

Rex D Gill

Rex D. Gill, Owner

Eternity Funeral Home & Crematory
4856 Oakdale Avenue
Jacksonville, FL 32207
Ph- (904) 348-5579
Fax- (904) 652-2132

TERMS AND CONDITIONS
INDIGENT CREMATION/BURIAL PROGRAM FOR DUVAL COUNTY

1. **SCOPE**

The purpose of this bid invitation is to establish firm prices and source of supply for providing final disposition of dead human bodies, and other related services, including determination of indigent eligibility, by a licensed funeral establishment in the City of Jacksonville, Florida, for the **Indigent Cremation/Burial Program** administered by the Parks, Recreation and Community Services Department, Social Services Division, in accordance with attached specifications.

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**

The term of this agreement is one year from October 1, 2017, with four (4) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **REQUIREMENTS**

Contractors should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

- The Social Services Division shall review the Florida Department of Financial Services, Division of Funeral, Cemetery and Consumer Services file(s) of the licensed funeral establishment and be provided an orientation to the licensed funeral establishment's physical layout, operational procedures and customer service policy utilized by the Contractor. The Division shall document the operating hours, accessibility of staff and after hours coverage of the licensed funeral establishment and a written report shall be prepared by the Social Services Division detailing their findings.
- Contractors with licensed funeral establishments with more than one location may submit only one bid proposal.

5. **PRE-BID CONFERENCE**

A NON-MANDATORY pre-bid conference will be held on Monday, June 26, 2017 at 9:00A.M., located at Social Services Division, 1809 Art Museum Drive, Suite 100, Jacksonville, FL 32207.

6. **STATE CONTRACTS**

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase

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GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018, WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SOCIAL SERVICES DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second of four (4), one (1) year renewal options with Eternity Funeral Home and Crematory of Jacksonville, LLC for the indigent cremation/burial program for Duval County. The period of service will be from October 1, 2019 through September 30, 2020. The annual expenditure requested not-to-exceed $500,000.00. The total revised award not-to-exceed $1,471,403.00.

The award to be funded by account RPBH011GA-03109 and to be encumbered by purchase order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2019. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Terms and Conditions, Previous Awards

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Johnnetta Moore, Chief, Social Services Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 7/25/19

Teresa R. Eilhar _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 7/25/19

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02