

REQUEST FOR PROPOSALS
FOR DISPOSITION SERVICES FOR THE
REMAINS OF UNCLAIMED DECEASED PERSONS

The Board of County Commissioners of Madison County, Florida (the “County”) requests sealed proposals from qualified bidders to provide Disposition Services for the Remains of Unclaimed Deceased Persons.

To be considered, proposals must be received by the County Manager’s office located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340 no later than 4:00 p.m., on Friday, July 2, 2021. Proposals must be sealed and shall be marked on the outside as “Proposal for Disposition Services for the Remains of Unclaimed Deceased Persons Due July 2, 2021.”

Before submitting a proposal, persons wishing to make a proposal must review the specifications for this request for proposals. The specifications include, among other things, the details of the services requested, how to make a proposal, the requirements for a proposal, the process for evaluation of the proposals and the County’s reserved rights and understandings. A copy of the specifications for this request for proposals may be obtained from the County Manager’s office located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340; Email: assistant@madisoncountyfl.com, or on the County’s website: <https://madisoncountyfl.com>.

All questions concerning the above should be directed to Ms. Sherilyn Pickels, County Manager at (850) 973-3179.

THE BOARD OF COUNTY COMMISSIONERS
OF MADISON COUNTY, FLORIDA

June 16, 2021 and June 23, 2021.

REQUEST FOR PROPOSALS

SPECIFICATIONS

1.0 Introduction

This request for proposals (“RFP”) is being made by the Board of County Commissioners (the “Board”) of Madison County, Florida (the “County”). The Board is the governing body for the County. The Board meets in the Board of County Commissioners Meeting Room located at Room No. 107, Madison County Courthouse Annex, 229 S.W. Pinckney Street, Madison, Florida 32340. Ms. Sherilyn Pickels (the “County Manager”) is the County Manager for the County. The County Manager’s office is located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340. The County Manager may be contacted by mail (Post Office Box 539, Madison, Florida 32341); telephone (850-973-3179); or email (admin@madisoncountyfl.com).

2.0 Specifications

The Board of County Commissioners of Madison County, Florida (the “County”) requests sealed proposals from qualified bidders to provide Disposition Services for the Remains of Unclaimed Deceased Persons. The County has provided uniform guidelines pursuant to Chapter 406, Florida Statutes for the final disposition of unclaimed remains which are required to be disposed of at the public expense by the County. The successful contractor will provide the services as set out in the attached Resolution NO. 2021-06-09 along with the policies and procedures required to complete this process.

3.0 Form of the Proposal

Proposals shall be limited to a total of 30 pages, sectional dividers and front and back covers will not be counted toward the total. Proposals which exceed this length will be considered non-responsive and will not be evaluated.

The County is not required to seek clarification of proposals; therefore, the proposer should be as clear as possible in all of its responses to this RFP.

4.0 When Proposals Are Due

Submit one original and one (1) copy of your proposal labeled “Proposal for Disposition Services for the Remains of Unclaimed Deceased Persons Due July 2, 2021” on the outside of the envelope.

Proposals must be received in the County Manager’s Office (see section 1.0 above) no later than 4:00 p.m., on Friday, July 2, 2021.

5.0 Evaluation and Consideration of Proposals

Please see attached criteria to be used in the evaluation process. The Board shall evaluate, consider, and possibly take action on the proposals at its meeting to be held at the Board’s Meeting Room (see section 1.0 above) at 9:00 a.m., on July 14, 2021. The Board may require presentations by the proposers.

6.0 Cost Liability for Proposal

Regardless of the ultimate outcome of this RFP, each proposer (successful or otherwise) shall bear all costs associated with preparing and submitting its proposal.

7.0 Submitted Proposals to Be the Property of the County; Concepts Disclosed as Part of RFP Process May Be Used by the County at No Cost.

Regardless of the ultimate outcome of this RFP, all materials submitted by proposers (successful and otherwise) become the sole property of the County upon submission and will not be returned. Regardless of the outcome of this RFP, the County has the absolute right to use, at no cost to the County, any ideas, concepts or configurations that are disclosed (orally, in writing or otherwise) to the County by a proposer (successful or otherwise) as part of this RFP process.

8.0 Statement of the County's Reserved Rights and Understanding

Notwithstanding anything else provided herein, in any notice or otherwise, the County reserves, and may in its sole discretion, exercise the following rights and options with respect to this RFP:

- a. to accept, reject or negotiate modifications to any and all proposals as it shall, in its sole discretion, deem to be in the best interest of the County; submission of a proposal does not bind the County to any action or to any party. Submissions do not create or assume any relationship, agency or obligation by the County, its officers or employees;
- b. to issue additional solicitations for proposals and/or addenda to the RFP;
- c. award the proposal to the firm the County has determined to be most responsive, who has submitted a complete proposal which best meets the specifications and requirements which are deemed by the County most advantageous to and in the best interest of the County;
- d. to negotiate with any one or more of the proposers;
- e. to waive any irregularities in any proposal;
- f. to select any proposal as the basis for negotiations and to negotiate with the proposer for amendment or other modifications to their proposal; and,
- g. to conduct investigations with respect to the qualification of each proposer; to obtain additional information deemed necessary to determine the ability of the proposer to carry out the obligations required herein. This includes information needed to evaluate the experience and financial capability of the proposer.

9.0 Questions and Inquiries

Inquiries and requests for clarification of the RFP arising during the process or proposal preparation may be directed to the County Manager (see section 1.0 above).

RESOLUTION NO. 2021-06-09

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MADISON COUNTY, FLORIDA; ESTABLISHING POLICIES AND PROCEDURES FOR DISPOSITION OF THE REMAINS OF UNCLAIMED DECEASED PERSONS; PROVIDING FOR REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the provisions of chapter 406, Florida Statutes authorizes the adoption of procedures by a County for the disposition of the remains of unclaimed deceased persons; and

WHEREAS, the County finds it to be in the best interest of the health, welfare, and safety of its citizens in establishing a uniform policy and procedure for disposition of the remains of unclaimed deceased persons.

NOW BE IT RESOLVED, by the Board of County Commissioners of Madison County as follows:

1. The Board does hereby adopt the policy and procedures for disposition of the remains of unclaimed deceased persons which are attached hereto as Exhibit "A".
2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of JUNE, 2021, upon motion second and majority vote by the Board of County Commissioners of Madison County, Florida in regular session.

BOARD OF COUNTY COMMISSIONERS
OF MADISON COUNTY, FLORIDA.

BY: Ronnie L. Moore
Ronnie L. Moore,
Chair

ATTEST: _____

Billy Washington
Billy Washington,
Clerk

EXHIBIT "A"

MADISON COUNTY
POLICIES AND PROCEDURES REGARDING THE DISPOSITION OF
UNCLAIMED REMAINS OF DECEASED PERSONS

A. **DEFINITIONS**

Terms defined by Section 406.49, Florida Statutes, as it may be amended from time to time, shall have the same meaning herein. At the time this Policy was adopted, the terms defined by Section 406.49, Florida Statutes which were used in this Policy were as follows:

“Anatomical board” means the anatomical board of the state headquartered at the University of Florida Health Science Center.

“Cremated remains” has the same meaning as provided in s. 497.005.

“Final disposition” has the same meaning as provided in s. 497.005.

“Human remains” or “remains” has the same meaning as provided in s. 497.005.

“Legally authorized person” has the same meaning as provided in s. 497.005.

“Unclaimed remains” means human remains that are not claimed by a legally authorized person, other than a medical examiner or the board of county commissioners, for final disposition at the person’s expense.

Additionally, as used in this Policy, the following terms shall have the following meanings:

“Board of County Commissioners” means the Board of County Commissioners of the County.

“Contractor” means a person or entity with whom the County has contracted with pursuant to this Policy.

“County” means Madison County, Florida.

“County Manager” shall mean the chief administrative officer of the County under the Board of County Commissioners.

“Cremation” has the same meaning as provided in s. 497.005.

“Policy” shall mean this MADISON COUNTY POLICIES AND PROCEDURES REGARDING THE DISPOSITION OF THE UNCLAIMED REMAINS OF DECEASED PERSONS.

Other terms may be defined in the body of the Policy.

B. PURPOSE AND APPLICABILITY

The purpose of this Policy is to provide uniform guidelines pursuant to Chapter 406, Florida Statutes for the final disposition of unclaimed remains which are required to be disposed of at public expense by the County.

This Policy is applicable to unclaimed remains found in the County.

C. CONTRACTING FOR SERVICES UNDER THIS POLICY

The County may enter into a contract with one or more persons or entities to provide any or all of the services under this Policy and to make determinations regarding the disposal of unclaimed remains in accordance with this Policy. A person or entity with whom the County has entered into such a contract shall be referred to as a “Contractor.” No person or entity may be a Contractor unless such person or entity is duly licensed and otherwise satisfies all of the requirements of the State of Florida to perform the services under this Policy and Chapter 406, Florida Statutes.

If the County enters into contracts with more than one Contractor, each Contractor will be included on a list and assigned services on a rotational basis. The list of Contractors shall be utilized in determining where to send unclaimed remains.

All such contracts shall provide for the Contractor to provide the services set out in this Policy and shall provide a fee schedule which shall be the amount to be charged by the Contractor per unclaimed remains, which shall be broken down as follows:

1. Fee for cremation of unclaimed remains (This fee shall cover all of the Contractor’s costs for all things legally required for cremation through disposal of the cremated remains.)
2. Fee for burial of (unidentified) unclaimed remains in the County (This fee shall cover all of the Contractor’s costs for all things legally required for burial and the cost of a marker or monument sufficient for the grave to be located later if necessary. This fee is not required to, but may, include the cost of a cemetery lot and shall so specify.)
3. Fee for doing all actions required in this Policy other than the fees set out above.

This fee will cover, without limitation by enumeration, the Contractor's costs for storing the unclaimed remains prior to final disposition, attempting to identify deceased person, contacting relatives and other legally authorized persons, making reasonable efforts to determine if the deceased person is eligible to be buried in a national cemetery, contacting the anatomical board and completion of all required forms and records.

4. If necessary, the County will pay outside of the contract the costs of purchase of a burial lot, transportation to a national cemetery, transportation to the anatomical board.

No contract with a Contractor shall be effective nor bind the County, except a written contract which is approved by vote of the Board of County Commissioners and executed by the chair and attested by the clerk thereof.

If there are times where the County does not have a valid contract in effect with a Contractor, the County Manager or his or her designee or department will carry out the provisions of this Policy.

D. STEPS FOR FINAL DISPOSITION OF UNCLAIMED REMAINS

Step 1 County Manager to Authorize Contractor to Proceed Concerning Unclaimed Remains

Should unclaimed remains be found in the County, this fact shall be communicated to the County Manager. The County Manager shall then authorize the Contractor to proceed under this Policy with regards to the unclaimed remains. The Contractor shall take no action with regards to the unclaimed remains prior to receiving written notice to proceed (which may be given by e-mail) from the County Manager. The County Manager shall give a separate written notice to proceed for each unclaimed remains and shall not give a notice concerning unclaimed remains collectively.

Step 2 Contractor to Take Possession of Unclaimed Remains

As soon as practical after receiving the written notice to proceed from the County Manager, the Contractor shall take possession of the unclaimed remains and store the unclaimed remains as required by law until final disposition thereof.

Step 3 Contractor to Make Reasonable Effort to Determine the Identity of the Deceased Person

As soon as practical after taking possession of the unclaimed remains, the

Contractor shall make a reasonable effort to determine the identity of the deceased person.

If the Contractor can determine the identity of the deceased person, the Contractor shall attempt to contact any relatives of the deceased person or other legally authorized persons to inform them that the County is holding the unclaimed remains and to inquire if they wish to claim the unclaimed remains. The Contractor shall document who was contacted and whether they wished to claim the remains. The remains shall be released to any legally authorized persons who claims them. If no legally authorized person claims the remains, the Contractor shall move to Step 4.

If the Contractor cannot determine the identity of the deceased person, after attempting to do so for not less than 20 days after receiving the written notice to proceed from the County Manager, the Contractor shall provide written notice of the same to the County Manager. The County Manager shall then procure a cemetery lot and direct the Contractor to bury the unclaimed remains in the cemetery lot.

The location and other pertinent information concerning the burial and grave of the unclaimed remains shall be recorded by the clerk of the court so that the unclaimed remains may be located and disinterred later if necessary.

See, Section 406.50(4), Florida Statutes (“The remains of a deceased person whose identity is not known may not be cremated, donated as an anatomical gift, buried at sea, or removed from the state.”)

Step 4 Contractor to Determine Whether the Deceased Person is Eligible for Burial in a National Cemetery

For all unclaimed remains which have been identified and which have not been claimed by a legally authorized person, the Contractor shall make a reasonable effort to determine whether the deceased person is eligible under 38 C.F.R. s. 38.620 for burial in a national cemetery. (Persons eligible for burial in a national cemetery include a veteran of the United States Armed Forces, United States Reserve Forces, or National Guard and the spouse or dependent child of such veteran.)

For purposes of this step, “a reasonable effort” includes contacting the National Cemetery Scheduling Office, the county veterans service office, or the regional office of the United States Department of Veterans Affairs. If it is not so stated on the death certificate attempt to determine the identity of the deceased person.

If the Contractor determines that the deceased person is eligible for burial in a national cemetery, the Contractor shall so notify the County Manager who shall arrange for the unclaimed remains to be delivered to the closest available national cemetery for final disposition.

If the Contractor determines that the deceased person is not eligible for burial in a national cemetery, the Contractor shall move on to Step 5.

See, Section 406.50(1-2) and 406.51, Florida Statutes

Step 5 Notification of the Anatomical Board

If the Contractor determines that the identity of the deceased person is known and the deceased person is not eligible for burial in a national cemetery, the Contractor shall determine if the anatomical board should be notified of the unclaimed remains. The anatomical board should be notified unless:

- a. The unclaimed remains are decomposed or mutilated by wounds;
- b. An autopsy is performed on the remains;
- c. The remains contain a contagious disease; or,
- d. A legally authorized person objects to use of the remains for medical education or research.

If the Contractor determines that the anatomical board should not be notified of the unclaimed remains, the Contractor shall move on to Step 6.

If the Contractor determines that the anatomical board should be notified of the unclaimed remains, the Contractor shall so notify the anatomical board.

If, after notification, the anatomical board accepts the unclaimed remains, the unclaimed remains shall be delivered to the anatomical board, located at the University of Florida Health Science Center, as soon as possible. The anatomical board shall be responsible for the cost of preparation and transportation of the unclaimed remains to the Center.

If, after notification, the anatomical board rejects the unclaimed remains, the Contractor shall move on to Step 6.

Step 6 Final Disposition of Unclaimed Remains

If the Contractor determines that the identity of the deceased person is known, the deceased person is not eligible for burial in a national cemetery, the anatomical board should not be notified or was notified and rejected the unclaimed remains, the Contractor shall cremate the unclaimed remains.

Cremated remains shall be held at a location designated by the Contractor for a period of 120 days from the date of cremation (the "Cremated Remains Hold Period").

During the Cremated Remains Hold Period any legally authorized person may claim the cremated remains upon reimbursing the County for all of the County's costs incurred.

If the cremated remains are not claimed (including reimbursement of the County's costs of cremation) during the Cremated Remains Hold Period, the cremated remains will be disposed of by the Contractor in any lawful manner chosen by the Contractor.

E. Requirements for Payment from the County

For each unclaimed remains disposed of or handled by the Contractor, the Contractor shall submit to the County Manager an itemized invoice. Such invoice shall have attached to it:

1. A copy of the written notice to proceed from the County Manager
2. A copy of the official death certificate.

Such invoice shall show:

1. If the identity of the deceased person.
2. The reasonable efforts made to identify the deceased person.
3. The reasonable efforts made to contact the relatives of the deceased person and other legally responsible persons.
4. If the relatives of the deceased person and other legally responsible persons were contacted, each of their names and contact information and their response to being requested to claim the remains.
5. The reasonable efforts to determine if the deceased person was eligible to be buried at a national cemetery. State whether it was determined that the deceased

person was determined to be so eligible.

6. Whether the anatomical board was contacted. If not, state the reason. If so, state whether they accepted or rejected the unclaimed remains.
7. Whether the unclaimed remains were disposed of by:
 - a. Burial. (If this was the final disposition, then include the location of the grave by name and address of cemetery, lot number or other way to later identify the grave and description of the marker or monument.)
 - b. Cremation. (If this was the final disposition, then include the date of cremation, where the cremation occurred, identification number or code, and the location where the cremated remains are being held.)
 - c. Transportation to a national cemetery for burial. (If this was the final disposition, then include the name and location of the national cemetery.)
 - d. Acceptance by the anatomical board.
8. Total fee calculated as provided in the Contractor's contract with the County.

The County shall pay such invoice within 30 days from receipt and verification of the completed invoice and required documentation.

F. Order of Medical Examiner and/or the Court Shall Supercede This Policy

Any order of the Medical Examiner and/or any court of competent jurisdiction shall supercede and be controlling over this Policy.

END