

RESOLUTION ORDERING BIDS FOR TRANSPORTATION SERVICES FOR THE ASHTABULA COUNTY CORONER'S OFFICE

WHEREAS, The Ashtabula County Board of Commissioners is ordering Request for Proposals for transportation services for the Ashtabula County Coroner's Office; and

WHEREAS, Because the above request is estimated to be in excess of \$50,000.00, it is necessary to advertise for bids as required by Section 307.862 Ohio Revised Code in accordance with specifications now on file in this office; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that a bid opening will be held on the 9th day of December, 2022 at 2:00 p.m. at the office of the Ashtabula County Commissioners and the Clerk of the Board is hereby ordered to advertise in a newspaper of general circulation, via the internet at the Ashtabula County Website at www.ashtabulacounty.us/bids and to post notice of said bid on the bulletin board as required by law.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-477

November 08, 2022

**RESOLUTION ORDERING BIDS FOR TRANSPORTATION SERVICES FOR THE
ASHTABULA COUNTY CORONER'S OFFICE**

Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

ASHTABULA COUNTY, OHIO



REQUEST FOR PROPOSAL

FOR TRANSPORTATION SERVICES

ASHTABULA COUNTY CORONER'S OFFICE

AS ORDERED BY THE ASHTABULA COUNTY BOARD OF COMMISSIONERS

RFP#1

NOTICE TO FIRMS
ASHTABULA COUNTY CORONER'S TRANSPORTATION SERVICES
RFP#1

The Board of Commissioners of Ashtabula County, Ohio is issuing this Request for Proposals to obtain Transportation Services for the Ashtabula County Coroner's office. If your firm is interested in submitting a proposal, please submit an original and 2 copies of the sealed proposal to Ashtabula County, Board of County Commissioners, Old Courthouse, 2nd Floor, 25 West Jefferson Street, Jefferson, Ohio 44047-1092 by December 9, 2016 by 2:00 p.m. EST at which time said proposals will be opened and read in accordance with specifications on file in the Ashtabula County Board of Commissioners' Office on RFP #1.

Questions regarding any technical issues in this RFP shall be addressed to:

Dr. Pam Lancaster
25 West Jefferson Street
Jefferson, Ohio 44047-1092
coroner@ashtabulacounty.us

Each proposal must be in a sealed envelope and the outside thereof properly marked with RFP Number 1, December 9, 2022 and 2:00 p.m.

The RFP notice may be obtained via the internet at www.ashtabulacounty.us/bids by clicking on the notice located on the bottom of the screen.

No firm shall be deemed eligible to be awarded the contract of which this notice applies unless the firm has completed this RFP in its entirety.

The Ashtabula County Board of Commissioners reserves the right to waive any and all informalities and the right to reject any and all proposals. The Board has the sole discretion to determine the proposal that is most advantageous to the County.

By order of the Board of Commissioners of Ashtabula County, Ohio:
J.P. Ducro IV, Casey R. Kozlowski, Kathryn Whittington

Lisa Hawkins,
Clerk of the Board

REQUEST FOR PROPOSAL FOR TRANSPORTATION SERVICES

SECTION I. INSTRUCTIONS, TERMS AND CONDITIONS FOR PROPOSALS

SECTION II. SUMMARY STATEMENT

SECTION III. GENERAL DESCRIPTION

A. Background

B. Purpose of Request for Proposal

SECTION IV. GENERAL INFORMATION AND REQUIREMENTS

A. Submission of Proposals

B. Response Format

C. Subcontracting

D. Incurred Expenses

E. Cost Schedule

F. Evaluation of Proposal Criteria (See Exhibit A)

G. Contract Award Basis

SECTION V. SCOPE OF SERVICES

SECTION VI. FORMS, QUESTIONNAIRES, AND CHECKLIST

SECTION I. INSTRUCTIONS, TERMS AND CONDITIONS FOR PROPOSALS

REQUEST FOR PROPOSAL ASHTABULA COUNTY CORONER TRANSPORTATION SERVICES RFP #1

1. **Complete Competitive Sealed Request for Proposal (“RFP”) with Authorized Signature.** Offerors must submit a complete, signed competitive sealed proposal (“**Proposal**”), which at a minimum, should include all of the pages and forms of the RFP that require completion, and any additional information required by the specifications. The Proposal must be signed in ink (blue is preferred) on the Cover Sheet.
2. **When Proposal Must be Delivered.** The Ashtabula County Board of Commissioners (“**Board**”) must receive Proposals no later than December 9, 2022 (the “**Opening Date**”), at 2:00 p.m. EST (the “**Opening Time**”). Proposals received after 2:00 p.m. EST on the Opening Date will be considered late and will not be opened. The Board receives Proposals during the hours of 8:00 a.m. through 4:30 p.m. EST, Monday through Friday, except for observed holidays, and any days that the Ashtabula County Board of Commissioner’s office is closed. The Board does not accept Proposals with insufficient postage or collect on delivery.
3. **Where Proposals Must be Delivered.** Proposals must be delivered to the following address:

Ashtabula County Board of Commissioners
Attn: Lisa Hawkins, Clerk of the Board
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson, OH 44047-1092
4. **How Proposals Must be Delivered.** One original and two copies of each Proposal must be submitted in a sealed envelope or similar container with the RFP Number 1, the Opening Date and the Opening Time clearly marked on the exterior. If an Offeror uses an express mail or courier service, the RFP number, the Opening Date and the Opening Time must be clearly marked on the exterior of the express mail or courier service envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope with the RFP number, the Opening Date and the Opening Time clearly marked on the inside envelope. A Proposal that is not properly and clearly marked and is inadvertently opened before the scheduled Opening Date and Opening Time may be disqualified without additional consideration.
5. **Proposals are a Public Record.** Once Proposals have been reviewed by the appropriate County department, they will be forwarded to the appropriate County personnel for the evaluation, negotiation and award process. In order to ensure fair and impartial evaluations, Proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Ohio Revised Code shall not be available until after the award of the contract.
6. **Withdrawal of Proposal.** An Offeror may withdraw its Proposal at any time prior to the award of a contract.
7. **Offeror May Request Clarification.** If an Offeror discovers an inconsistency, error or omission in the RFP, the Offeror shall request clarification as indicated on the front page of the RFP. Such clarification must be requested in writing by letter or e-mail. No other form of clarification initiated by the Offeror is acceptable. Offerors must make their requests for clarification no later than 4:00 p.m., EST on December 5, 2022. Failure of an Offeror to comply may result in the Offeror being deemed not responsive.
8. **Requests for Revisions or Additions to the RFP.** Except as otherwise agreed to in negotiations, Offerors are required to comply with all of the terms and conditions of the RFP, whether the Offeror had actual knowledge of the terms and conditions of the RFP, and regardless of any statement or omission in the Proposal that might indicate an Offeror’s contrary intention.
9. **Unit Costs.** Offeror’s shall not insert a unit cost of more than three (3) digits to the right of the decimal point. Digits beyond three (3) will be dropped and not used in the evaluation of the Proposal.
10. **The Board’s Modifications to the RFP.** When it is necessary to modify the RFP, the Board does so by written addendum only.
11. **Cancellation or reissuance of the RFP.** The Board may cancel or reissue the RFP if any of the following apply:

(A) The supplies or services offered through all of the Proposals submitted are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP;

(B) The prices submitted by the Offerors are excessive compared to existing market conditions or exceed the available funds of the County; or

(C) The Board determines that awarding a contract is not in the best interest of the County.

12. **Proposal Preparation.** The Board assumes no responsibility for costs incurred by the Offeror prior to the award of any contract resulting from the RFP. Total liability of the County is limited to the terms and conditions of a resulting contract.

13. **Duration of Proposals.** Proposals submitted in response to this solicitation must be valid for 90 days following the Opening Date. This date may be extended by written mutual agreement between the Offeror and the Board.

14. **Damages Arising from Proposal Specifications.** An Offeror may not be compensated for damages arising from inaccurate or incomplete information in the Proposal or from inaccurate assumptions based upon the Proposal.

15. **Development of Evaluation Factors and Criteria.** The Board will develop and publish in the RFP factors and criteria to evaluate each Proposal, specify the relative importance of each factor or criterion in writing, and describe the evaluation procedures the Board shall follow when awarding a contract.

16. **Information Requested.** The Board may request additional information to evaluate a Proposal. If an Offeror does not provide the requested information, it may adversely impact the evaluation of the Proposal.

17. **Negotiation.** The Board will negotiate with the Offeror that submits the Proposal that is determined to be the most advantageous to the County based on rankings of the evaluation criteria set forth in the RFP and including any adjustment to those rankings based on discussions with Offerors. Such negotiations will be conducted with only one Offeror at a time. An Offeror may withdraw its Proposal at any time prior to the award of a contract. The Board may terminate negotiations with an Offeror at any time during the negotiation process if the Offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the Board terminates negotiations with an Offeror, the Board shall negotiate with the Offeror whose Proposal is ranked the next most advantageous to the County according to the factors and criteria developed and set forth in the RFP.

18. **Award.** The contract will be awarded to the Offeror whose Proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors and criteria developed in accordance with Ohio Revised Code §307.862. The Board may award a contract in whole or in part to one or, if applicable, more Offerors. The Board will include a written statement in the contract file stating the basis on which the award is made. The Board will send a written notice to the Offeror to whom it wishes to award the contract and will make that notice available to the public. Within a reasonable time period after the award is made, the Board will notify all other Offerors that the contract has been awarded to another Offeror.

19. **Board's Right to Reject.** The Board reserves the right to reject any Proposal in which the Offeror: A) takes exception to the terms and conditions of the RFP; B) fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or C) submits prices that the Board considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Board. The Board reserves the right to reject, in whole or in part, any Proposal that the Board has determined, using the factors and criteria developed and set forth in the RFP, would not be in the best interest of the County.

20. **Board's Right to Clarification.** The Board or its designee may conduct discussions with Offerors who submit Proposals for the purpose of clarifications or corrections regarding a Proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

21. **Protests and Communications During Evaluation.** Any Offeror who is not in agreement with the competitive sealed proposal process used to make the award may file a protest. The protest must be timely and submitted in writing to the Board. Any attempt by the Offeror, the Offeror's agent(s), or any party representing the Offeror to file a protest with any entity of the County other than the Board may result in the Offeror being deemed as not responsive. During the evaluation process, unless requested by the Board as part of the evaluation process, any attempt on the part of the Offeror, the Offeror's agent(s), or any party representing the Offeror, to submit correspondence that is determined by the Board to be an attempt to compromise the impartiality of the evaluation or any attempt on the part of the Offeror, the Offeror's agent(s), or any party representing the Offeror to communicate with any member of the Board regarding the

evaluation process may be grounds for immediate disqualification of the Offeror. The decision of the Board shall be final and conclusive unless any person adversely affected by the decision commences an action in a court of law.

22. **Non-Collusion Certification.** By the signature affixed on the Non-Collusion Affidavit, in the form section of the RFP package, the signatory certifies that he/she is sole owner, partner, president, secretary, etc. of the party making the Proposal; that such Proposal is genuine and not collusive or sham; that the Offeror has not colluded, conspired or agreed, directly or indirectly, with any other offeror or person, to put in a sham Proposal; or colluded or conspired to have another not submit a Proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the price of its Proposal or any other offeror, or to fix any overhead, profit or cost element of the Proposal price, or of that of any other offeror, or to secure any advantage against any offeror or any person or persons interested in the proposed contract and that all statements contained in the Proposal are true; and further, that the Offeror has not, directly or indirectly, submitted this Proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.

SECTION II. SUMMARY STATEMENT

The Board of Commissioners (the “**Board**”) of Ashtabula County, Ohio (“the **County**”) is issuing this Request for Proposals (“**RFP**”) to obtain Transportation Services for the Coroner’s office. Transportation route includes on-site location pick-up and transportation of deceased persons to either ACMC Morgue or the Cuyahoga County Morgue, as determined by the Ashtabula County Coroner’s office. Responses to the RFP (“**Proposals**”) must be received by December 9, 2022 by 2:00 p.m. at the offices of the Ashtabula County Commissioners, Old Courthouse, 2nd Floor, 25 West Jefferson Street, Jefferson, Ohio 44047-1092, Attention, Lisa Hawkins, Clerk of the Board.

SECTION III. GENERAL DESCRIPTION

A. BACKGROUND

Ashtabula County is approximately 710 square miles. It has fifty-nine (59) political and taxing subdivisions (cities, incorporated villages, townships, schools, etc...) with the 2008 Census estimated population of 100,648 persons. The average number of transports to the Cuyahoga County Morgue located at 11001 Cedar Ave., Cleveland, OH 44106 for the previous three-year period were 57. The average number of transports to the ACMC Morgue, 2422 Lake Ave. Ashtabula, OH 44004 for the previous three-year period were 80.

B. PURPOSE OF REQUEST FOR PROPOSAL

The purpose of this document is to obtain information for the potential selection of a provider to assist in the transportation of deceased persons within the County of Ashtabula. Transportation route includes on-site location pick-up and transportation to either ACMC Morgue or the Cuyahoga County Morgue as determined by the Ashtabula Co. Coroner’s office.

This document does not constitute an offer for services performed or to be performed. After selection of the successful firm (hereinafter referred to as the Provider), the Ashtabula County Board of Commissioners will negotiate a contract and final scope of services.

All information submitted becomes the property of Ashtabula County and will not be returned. Ashtabula County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits or benchmarks performed. If a proposal contains proprietary information, it should be conspicuously indicated in the proposal.

The Ashtabula County Commissioners will review the proposals and will make the final decision on whether to move forward with the service.

SECTION IV. GENERAL INFORMATION AND REQUIREMENTS

A. SUBMISSION OF PROPOSALS

Submission of all Proposals must be made to the Board of Commissioners of Ashtabula County, Ohio, by 2:00 p.m. on December 9, 2022 at the following address:

**Ashtabula County Board of Commissioners
Attn: Lisa Hawkins, Clerk of the Board
Old Courthouse, 2nd Floor
25 West Jefferson Street
Jefferson, Ohio 44047-1092**

IMPORTANT: Each Proposal must be in a sealed envelope and the outside thereof properly marked with RFP #1, the Opening Date and the Opening Time.

We request that inquiries relating to this RFP be in writing, and include the Offeror's name and address, the name of the person submitting the inquiry, followed by the question. Questions may be mailed to Ashtabula County Coroner's Office Attn: Dr. Pam Lancaster, Coroner, 25 West Jefferson Street, Jefferson, Ohio 44047-1092, or sent via e-mail to: coroner@ashtabulacounty.us.

All written questions concerning the technical specifications document must be submitted no later than December 5, 2022 by 4:00 p.m EST. Questions received after 4:00 p.m. EST, will not be answered. All questions received by the deadline will be answered. Absolutely no telephonic inquiries will be answered.

A summary of written questions received before the deadline will be answered and saved for distribution to all who request them.

The requestor is responsible for notifying the Ashtabula County Commissioners of any problem in receiving written replies.

Proposals and all accompanying documentation, will become the property of the Board and will not be returned.

Nothing in this RFP should be construed to limit in any way the rights of the Board of County Commissioners of Ashtabula County, Ohio, under Ohio law.

B. RESPONSE FORMAT

This solicitation is for Proposals that meet the requirements for Transportation services as set forth herein. All Proposals must be organized as outlined in the RFP to be considered responsive.

C. SUBCONTRACTING

The successful Offeror SHALL NOT subcontract the award without the written consent of the Board.

D. INCURRED EXPENSES

The Board will not be responsible for any costs incurred by any Offeror in preparing and submitting a Proposal in response to this solicitation.

E. COST SCHEDULE

All Proposals must specify the fees for services which shall include: 1) flat monthly fee. Prices shall include costs associated with body bags. No additional fee for multiple transfers in the same unit.

F. EVALUATION OF PROPOSAL CRITERIA

Selection Criteria.

Ashtabula County reserves the right to accept any proposal, reject any or all proposals or phases thereof, waive irregularities or informalities in any proposal, and make the potential award in any manner deemed in the best interest of Ashtabula County. Ashtabula County intends to select and contract with the proposal that demonstrates, in the County's opinion, the highest degree of technical merit. With that provider, the County will negotiate the technical aspects of the scope of work, deliverables, schedule and fee. However, if a negotiated agreement can't be reached, the County may open negotiations with the provider that demonstrates the next highest degree of technical merit.

The following criteria will be used to evaluate proposals. The arrangement of the criteria is not meant to imply order of importance in the selection process.

- a) Compliance with RFP Instructions
- b) Cost
- c) Vehicles/Equipment Proposed
- d) Firm Background
- e) Financial Stability
- f) Proximity to the Project Area
- g) References
- i) Schedule and Availability
- j) Similar Project Experience

Selection.

The Ashtabula County Coroner's Office, in conjunction with the Ashtabula County Commissioners will review all proposals. The above outlined topics will be used in evaluating the proposals. Selection of a Proposer deemed most advantageous to the county will be selected and recommended. Proposals will be reviewed and the contract will be awarded by the Ashtabula County Board of Commissioners.

G. CONTRACT AWARD BASIS

Contract Negotiation Process.

The Ashtabula County Coroner's Office, in conjunction with the Ashtabula County Commissioners, will evaluate the proposals received and will then recommend a firm with whom to enter into contract negotiations. In the event that acceptable terms cannot be reached, one of the remaining firms may be chosen for contract negotiations. The selected firm will submit to Ashtabula County a draft contract for services within one week of notification. The contract will contain the proposal specifications and will be binding. Required contract clauses include: general provisions, starting and completion dates, prosecution of work, fees, method of payment, damage clauses, termination of contract, approval of subcontractors, assignment of subcontractor, EEOC clause, ownership of materials, contract amendments, and late delivery penalty. The contract will be reviewed, approved, and may be modified by the Ashtabula County Prosecutor.

The Contract awarded pursuant to these specifications shall be awarded to the Offeror that submits the Proposal that is determined to be the most advantageous to the County based on the evaluation of the ranking criteria and factors. The Board reserves the right to reject any and all Proposals and waive technicalities.

**EXHIBIT A
SAMPLE
PROPOSAL RANKING SHEET**

Firm: _____

SCORING GUIDELINES

	<u>25 Point Question</u>	<u>20 Point Question</u>	<u>15 Point Question</u>	<u>10 Point Question</u>
Outstanding	21-25	17-20	13-15	9-10
Exceeds Acceptable	16-20	14-16	10-12	7-8
Acceptable	11-15	10-13	7-9	5-6
Marginal	0-10	0-9	0-6	0-4

	<u>Maximum Points</u>	<u>Score</u>
1. Quality of Similar Work: Consider previous experience and references listed in the proposal. Is the firm experienced in providing services similar to that requested in the RFP?	25	_____
2. Vehicles/Equipment: Are vehicles/equipment compatible with needs outlined in the RFP?	15	_____
3. Overall Responsiveness to the RFP: Consider whether all requested information was furnished by the firm in the format required by RFP.	10	_____
4. Applicable Resources: Evaluate the extent of applicable resources available to the firm to complete the County's project(s) as listed in the proposal.	15	_____
5. Project Approach Evaluate the firm's project approach and understanding of the Scope of Services required in the RFP as evidenced by their proposal.	20	_____
6. Project Cost: Based on market rate and compared to other Offerors.	15	_____
	TOTAL POINTS	_____
	RANKING	_____

SECTION V. SCOPE OF SERVICES

Provider of Services shall:

1. Transportation services shall be available twenty-four (24) hours a day, seven days a week, including holidays.
2. Transportation pick-up area encompasses the County of Ashtabula. Delivery area includes trips to the Cuyahoga County Morgue, as directed by the Ashtabula Co. Coroner's office.
3. Provide adequate personnel to facilitate the safe removal of bodies.
4. Provide equipment necessary for all types of removals, i.e., multiple story buildings, water, woods, ravines, burned buildings, vehicles, etc.
 - a. Each removal unit must be equipped with communication devices. i.e. cell phone.
5. Respond to request for transports in a reasonable time period –not more than ($\frac{1}{2}$) hour from the time of being notified by the Coroner's office, notwithstanding special instructions in given cases.
 - a. When response time is determined to be unreasonable by the County Coroner's office, the option to utilize any available service will be retained by the Coroner.
6. Provide transportation services under agreement of an established fee schedule.
 - a. Non-fluctuating charges for all geographic areas of Ashtabula County outlined as on the Proposal Fee Sheet.
 - b. Rates shall include body bag.
 - c. Reimbursement of services to be made upon submission of monthly invoices for services rendered.
7. Provider shall be responsible for all employee infection control procedures.
8. Provider shall, at all times, operate as an independent contractor and shall not at any time be considered an agent or employee of the coroner's office.
9. All vehicles must be insured by the provider in accordance with limits acceptable by Ohio Law. Proof of insurance is required to be submitted with this proposal.
10. Bonding requirements: all persons providing transportation services must be bonded. Proof of bonding will be kept by the provider.
11. Said contract shall be for three (3) years beginning January 1, 2017 and terminating December 31, 2019. Contract shall include two three-year renewal options. County and provider have the right to terminate the contract with 60 day prior written notice.
12. The ACMC Morgue is located at 2422 Lake Ave., Ashtabula Oh 44004. The Cuyahoga County Morgue is located at 11001 Cedar Ave., Cleveland, OH 44106.
13. For cost information, the previous 3-year average of transports to ACMC was 80. The previous 3-year average of transports to Cuyahoga County Morgue was 57.

SECTION VI. FORMS, QUESTIONNAIRES, AND CHECKLIST

All forms are attached hereto and incorporated herein and must be completed and submitted with your Proposal to the Board of County Commissioners of Ashtabula County no later than 2:00 p.m. EST on December 9, 2022.

Each Proposal must be in a sealed envelope and the outside thereof properly marked as:

**RFP #1
December 9, 2022
2:00 p.m.**

FORM 1
CHECKLIST OF FORMS TO BE SUBMITTED

The following table sets forth the specific items to be addressed in your proposal. Respondents must return this page with their proposal and with corresponding page numbers indicated on the information submitted within their proposal.

	<u>Completed</u>
A. CHECKLIST OF FORMS TO BE SUBMITTED: Form 1 provided. Submit this page.	
B. COVER SHEET: Form 2 provided. Submit one original and two copies of the proposal. The signature on the Cover Sheet shall be that of a person authorized to represent and bind the offeror.	
C. PROPOSED FEE STRUCTURE: Form 3 provided.	
D. OFFEROR BACKGROUND AND QUALIFICATIONS: Form 4 provided.	
E. LIST OF VEHICLES THAT WILL BE USED FOR THE COUNTY'S PROJECT: Form 5 provided	
F. ADDITIONAL INFORMATION OR RESOURCES: Form 6 provided (this form must be signed and dated).	
G. REPRESENTATIONS, ASSURANCES AND CERTIFICATIONS: Form 7 provided	

COVER SHEET

REQUEST FOR PROPOSAL

FORM 2

ASHTABULA COUNTY, OHIO ASHTABULA COUNTY BOARD OF COMMISSIONERS OLD COURTHOUSE, 2 ND FLOOR 25 WEST JEFFERSON STREET JEFFERSON, OHIO 44047	RFP No. 1 Date: Questions should be directed to: Dr. Pamela Lancaster, Coroner 25 West Jefferson Street Jefferson, Ohio 44047-1092 coroner@ashtabulacounty.us
<p style="text-align: center;">Return proposals no later than:</p> Opening Date: December 9, 2022 Opening Time: 2:00 p.m., EST	Submit to: Ashtabula County Board of Commissioners Attn: Lisa Hawkins, Clerk of the Board Old Courthouse, 2 nd Floor 25 West Jefferson Street Jefferson, OH 44047-1092

Ashtabula County Coroner's Transportation Services

Questions: Written questions must be received by 4:00p.m. on December 5, 2022. Responses to the questions will be made available upon request.

To respond to this Request for Proposal ("RFP") this Cover Sheet and all appropriate forms must be completed and submitted. One original proposal, marked as such and two copies shall be submitted in response to this RFP.

MUST BE SIGNED TO BE VALID	
Company:	DATE:
MAILING ADDRESS:	PHONE:
CITY:	E-MAIL:
SSN OR FEDERAL TAX NO.:	TITLE OF AUTHORIZED REPRESENTATIVE:
AUTHORIZED SIGNATURE:	PRINTED NAME:
	DATE:

PROPOSED FEE STRUCTURE

Providers must fill out this itemized QUOTE COST FORM based on the specifications contained in this proposal. All comments or responses must be detailed separately with both Options priced.

1): Flat Monthly Fee \$ _____

Above price shall include cost associated with body bags.

Vendor: _____

Address: _____

Telephone: _____ **Date:** _____

Signature: _____

Name/Title: _____

OFFEROR BACKGROUND AND QUALIFICATIONS

Offerors shall provide responses to the following items, and attach to this form any pertinent documentation (use separate sheets as needed).

- Brief history of the Offeror, including the number of years in business and the ownership structure of the Company.
- Chronology of the company's growth and number of full-time employees.
- Names and addresses of vendors that are currently using the services by the Offeror.
- Brief statement of the Offeror's background demonstrating financial stability.
- Describe any workforce reduction during the past 5 years, any pending litigation and any liens or claims filed against the Offeror.

Vehicle List

List vehicle information that shall be used for transportation services. Vehicles must be equipped a minimum of two gurneys and include proper equipment necessary for transportation of bodies.		
Vehicle Information, make, model, etc.	Equipment included	
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

ADDITIONAL INFORMATION OR RESOURCES**VENDOR AFFIDAVIT FORM****PROJECT NAME: ASHTABULA COUNTY CORONER TRANSPORTATION PROPOSAL****NON-DELINQUENCY OF PERSONAL PROPERTY TAXES:**

The undersigned, being duly sworn, if a contract is awarded you, states that we (the Vendor) are not charged at the time the bid was submitted with delinquent personal property taxes on the general tax list of personal property of any county in which you as a taxing district have territory and that we were not charged with delinquent property taxes on any such tax list. Nor do I have any debt owed to the State of Ohio.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or national origin. If awarded the bid and/or contract under this proposal, said party shall take affirmative action to insure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best bidder under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the assurances found in Section 153.59 of the Ohio Revised Code in contract provisions with the owner if selected as the successful bidder by the Owner.

NON-COLLUSION:

That the bid being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham bid, or refrain from bidding; have not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder; to secure advantages against the County of Ashtabula or any person or persons interested in the proposed contract; that all statements contained in said proposal of bid are true, and that, such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any other potential information or date relative thereto to any other potential bidder. Further, Affiant affirms that no county employee has any financial interest in this company or the bid being submitted.

That we do hereby affirm the above statements to be true and in consideration of the award of the aforementioned contract, the above statements are incorporated in said contract as a covenant of the undersigned.

Company Name_____
Company Tax I.D. Number_____
Bidder/Vendor Signature_____
Print Name & Title

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Notary Public Signature_____
Date Commission Expires

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Company Name: _____
2. Company Address: _____
3. Telephone Number: _____ FAX: _____
4. The name and telephone number of the person(s) who has the authority to submit Proposal:

5. The name and telephone number of the person(s) who has the authority to sign contracts:

6. The legal status of the Offeror's organization _____
7. Date of establishment/ incorporation: _____
8. Federal Employer Identification Number (FEIN): _____
9. Is the Offeror co-owned or controlled by a parent company? Yes No
If yes, name of parent company: _____
10. Is the Offeror authorized/ licensed to do business in the state of Ohio? Yes No
11. Is the Offeror bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules? Yes No
If yes, has the company filed all required EEO reports to the necessary agencies? Yes No
12. The Offeror certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds. Yes No
13. Does the company have current or future plans for a buyout or sale? Yes No
14. The Offeror certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this RFP. Yes No
15. The Offeror certifies it is a drug-free work place? Yes No
16. The Offeror certifies it is not delinquent on any Federal debt? Yes No