



RFP SPECIFICATIONS FOR BODY TRANSPORT SERVICES FOR THE DISTRICT ONE MEDICAL EXAMINER'S OFFICE / DISTRICT ONE MEDICAL EXAMINER SUPPORT (DOMES), INC.

BID NO: 2025-01

OPEN DATE: May 16, 2025

TIME: 1:00 P.M.

PLACE: DOMES ADMINISTRATION ANNEX.
2114 AIRPORT BLVD., STE #1450
PENSACOLA, FL 32504

Please contact Dan Schebler, Director of Operations, at (850) 332-7300 or dans@dlmeo.org for any questions regarding this RFP.

DISTRICT ONE MEDICAL EXAMINER
2114 Airport Boulevard, Suite 1450
Pensacola, Florida 32504
Phone:(850)332-7300
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REQUEST FOR PROPOSAL

BODY TRANSPORT SERVICES FOR THE DISTRICT ONE MEDICAL EXAMINER'S OFFICE / DOMES, INC.

SECTION 1 (Specific Information Regarding this RFP)

1.1 Introduction.

DOMES (“**Buyer**”) intend to hire an individual or firm (“**Contractor**”) to provide the services described in Section 1.2 of this Request for Proposal (“**RFP**”). Persons interested in submitting a response to this RFP (a “**Response**”) should carefully review this RFP for instructions on how to respond and for the applicable contractual terms. This RFP is divided into the following sections:

Section 1	Specific Information Regarding This RFP
Section 2	General Instructions
Section 3	Description of Services (if referenced in Section 1.2 below)
Section 4	Attachments and Forms
Attachment A	Evaluation Matrix
Attachment B	Indemnification
Attachment C	Insurance Requirements
Form 1 -	Price Sheet
Form 2 -	Conflict of Interest Certificate
Form 3 -	Insurance Agent Acknowledgment
Form 4 -	Business References

In the event of conflicting provisions, the following sections of this RFP will have priority in the order listed: Section 1, Section 3, Section 2, Section 4 (Attachments, and the Forms).

1.2 Scope of Services.

The services sought under this RFP are generally described as follows:

The District One Medical Examiner’s Office is seeking a qualified contractor to provide body removal and transport services as outlined in the specifications. The Medical Examiner has statutory responsibility (Florida Statutes, Chapter 406) for investigation and certification of any death occurring within the District (Escambia, Santa Rosa, Okaloosa and Walton counties) that is sudden, unexplained, or unattended. Cases are investigated at the location of the death by Forensic Investigators working at the direction of the Chief Medical Examiner or Associate Medical Examiners. Statutes prohibit movement of the body or articles in the proximity of the body that relate to the cause and manner of death by anyone other than a representative of the Medical Examiner’s Office. The Medical Examiner, or his/her representative, will conduct an external examination at the scene and make arrangements for the body to be transported to the Medical Examiner’s Office for an autopsy. For proposer planning purposes, the total number of

transports for calendar year 2024 was approximately 1200 decedents. Historically, the annual rate of increase has been approximately 5-10%.

Please see Section 3 for a full description of the services and deliverables required under this RFP.

1.3 Term of Agreement.

The term of this agreement is from August 1, 2025 through September 30, 2026, with two (2) one year renewal options. Renewal options may be exercised at the discretion of DOMES based on vendor performance and adherence to the terms and conditions set forth in the bid documents. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 Minimum Requirements for Contractors.

Contractor must satisfy the following mandatory minimum requirements in order to have their Response evaluated. By submitting, a Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements may result in the Response not being evaluated and being rejected as non-responsive:

- Contractor must maintain a license as a removal service with the Florida Department of Financial Services and maintain a State of Florida occupational license.
- Contractor must provide a minimum of three (3) verifiable references of body transport contracts held in the last three (3) years (Form 4 – Business References).
- Contractor and all drivers must have and maintain a valid State of Florida driver's license issued by Department of Motor Vehicles (DMV).
- Contractor must be licensed as a body transport service in the State of Florida.
- Contractor must provide proof of insurance for all vehicles and business.
- Contract must provide proof that it employs at least eight (8) employees.
- Contractor must provide proof of ownership for a minimum of three (3) qualified vehicles.
- Contractor must provide proof that all employees have been properly trained on the current and up-to-date methods for handling bio-hazardous conditions including blood borne pathogens and body fluids.
- The Contractor must have the ability to obtain and maintain liability insurance as required by the State of Florida and must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the RFP (Form 3 – Insurance Agent Acknowledgement).

1.5 Response Due Date.

The deadline for submitting responses to this RFP is **Monday, June 16th at 12:00 PM.** Please see Sections 2.3 and 2.4 for more details.

1.6 Response Delivery Location.

Responses must be delivered to the following location:

**DISTRICT ONE MEDICAL EXAMINER
2114 Airport Boulevard, Suite 1450
Pensacola, Florida 32504**

1.7 Response Opening.

Responses received shall be publicly announced and recorded at 1:00 P.M. on the Response Due Date. The Response Opening will be held at the DOMES, Inc. administrative office located at 2114 Airport Blvd, Suite 1450 Pensacola, FL 32504.

1.8 Contact Person.

If any questions arise during the bidding period of this Project, contact Dan Schebler, Director of Operations, at phone number (850) 332-7300 or by email at dans@dlmeo.org

The deadline for questions is Friday, May 30, 2025 at 4:00 PM. Please submit questions pertaining to the RFP in writing to Dan Schebler at dans@dlmeo.org as early as possible.

Please refer to Section 2.7 for further information on who may and may not be contacted regarding this RFP.

1.9 Questions and Requests for Amendments.

Any questions, requests for information or requests for amendments to this RFP must be submitted in accordance with Section 2.1 of this RFP.

The deadline for questions is Friday, May 30, 2025 at 4:00 PM.

Section 2
General
Instructions
(RFP for District One Removal Services)

Contents

- 2.1 Questions and Requests for Amendment to RFP**
- 2.2 Format/Content of Responses**
- 2.3 Submission of Responses**
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- 2.14 Discriminatory Vendor List**
- 2.15 Contractor Representations**

2.1 Questions and Requests for Amendment to RFP.

If a Contractor (i) has questions about the RFP,(ii) finds discrepancies, omissions or ambiguities in the RFP, or (iii) believes any term or condition of the RFP is unreasonable, Contractor should request an amendment to the RFP. The request should reference the RFP section at issue and include any specific language that Contractor recommends using.

All requests for amendment must be submitted to the Contact Person in writing (via US mail, courier, e-mail, or hand delivery) and, unless otherwise specified in the RFP, be received by the Contact Person in accordance with Section 1.9. Questions and requests for amendments directed to the Contact Person or to any other Buyer personnel shall not constitute a formal protest of the RFP. Failure to request an interpretation or change will be considered evidence that Contractor understands and agrees to the provisions of the RFP.

The posting of a written amendment is the only official method by which interpretations, clarifications, changes or additional information will be given by Buyer prior to the opening of Responses. Any other interpretation, clarification, change or information will have no legal effect.

Buyer reserves the right to amend, cancel or reissue the RFP at its discretion. This includes the right to change the Response Due Date and the Contract award date. Notice of all amendments and cancellations will be posted on Buyer's website (please contact the Contact Person if you are uncertain of the website address or if you experience problems accessing it). Contractor is responsible for monitoring this website for new or changing information.

2.2 Format/Content of Responses.

- A. Responses should be prepared simply and economically, providing a straightforward, concise description of Contractor's ability to provide services

sought by the RFP. Unnecessary brochures, artwork, expensive paper, and presentation aids are discouraged. Bindings and covers will be at Contractor's discretion.

- B. When responding to specific questions, please reprint each question in its entirety before the response.
- C. Responses shall be in ink or typewritten. All corrections must be initialed.
- D. Response shall be limited to a page size of 8 ½" x 11". Font size less than 11-point is discouraged. The Response shall be indexed and all pages sequentially numbered.
- E. **Modification of terms or conditions to any aspect of the RFP.** Buyer objects to and shall not be required to consider any additional terms or conditions submitted by Contractor, including any appearing in the Response. In submitting a Response, Contractor agrees that any additional terms or conditions shall have no force or effect. Any failure to comply with the terms and conditions of the RFP, including those specifying information that must be submitted with a Response, may result in rejection of the Response. **If Contractor desires a change or clarification to the terms or conditions of the RFP, Contractor must follow the process set forth in Section 1.9 and 2.1 ("Questions and Requests for Amendments").**
- F. Unless otherwise requested by Buyer, Contractors should make only one proposal for each RFP item. Multiple offerings, alternates (unless any are specifically requested by Buyer) and/or stipulations may be cause for rejection of a Response.
- G. **Contractors must disclose all current shareholders, affiliated companies, and/or potential conflicts of interests.**
- H. In consideration of the relocation of the District One Medical Examiner facility, please provide pricing for both the 5151 N 9th Ave location in Pensacola as well as the 5961 Commerce Rd location in Milton delivery locations.
- I. All prices submitted under the RFP shall be indelible. The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by lineout of the incorrect figures, writing in of correct figures, and initialing of the corrections by the original Contractor. Otherwise, any use of correction fluid or erasures will render the line item, for the corrected item(s) only, as nonresponsive impacting the evaluation of the Response. Failure to sign any form requiring a signature will be grounds for rejecting a Response.

2.3 Submission Responses.

- A. The location and deadline for submitting Responses are set forth in Section 1 of the RFP. Contractors are fully responsible for meeting these requirements. Reliance upon mail or public carrier is at Contractor's risk. **Late responses will not be considered.**
- B. Contractor shall submit:

- 1) One (1) original signed version of its Response clearly marked as “ORIGINAL.” The Response must be signed by an officer or employee having authority to legally bind Contractor.
- 2) Two (2) hard copies of the entire Response.
- 3) One (1) digital scanned copy (in pdf format) of entire Response, on a flash drive. Large files may be scanned as several separate PDF files.
- 4) One (1) REDACTED scanned copy of the Response (**if necessary** pursuant to Section 2.10). This copy should be marked “Confidential – Trade Secret” or something comparable to alert the reader of Contractor’s claim of a public records exemption.

All copies are to be placed in a sealed package. The outside must be marked with (i) the RFP title and number, and (ii) Contractor’s name, address, contact person, and telephone number.

It is the sole responsibility of each Contractor to assure all copies are EXACT duplicates of the original Response. Photocopies or digital copies will be used for the purpose of evaluating the Responses. Any information contained in the original Response which has not been transferred to **the digital or photocopies will NOT be considered. The original document will be used solely for official record keeping and auditing purposes.**

2.4 **Evaluation of Responses.**

- A. Buyer will determine the qualifications, interest and availability of Contractors by reviewing all Responses and, when deemed necessary in the sole discretion of Buyer, by conducting formal interviews of selected Contractors.
- B. Before making an award, Buyer reserves the right to seek clarifications, revisions, and information it deems necessary for the proper evaluation of Responses. Failure to provide any requested clarifications, revisions or information may result in rejection of the Response.
- C. Buyer reserves the right to accept or reject any and all Responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if Buyer determines that doing so will serve Buyer’s best interests. Buyer may reject any Response not submitted in the manner specified by the RFP.

2.5 **Award of Contract.**

- A. Generally, Buyer will award the Contract to the responsible and responsive proposer whose Response is determined in writing to be the most advantageous to DOMES, based solely on the relative importance assigned to price and of the criteria set forth in Attachment B. If an agreement cannot be reached with the highest ranked Contractor, Buyer reserves the right to make an award to the next highest ranked Contractor or subsequent Contractor(s) until an agreement is reached.
- B. Buyer may make an award within thirty (30) days after the date the Responses are due, during which period the Responses shall remain firm and shall not be withdrawn. Any Response that expresses a shorter duration may, in Buyer's sole discretion, be accepted or rejected. If award is not made within sixty (60) days, the Response shall remain firm until either the Contract is awarded or Buyer receives from Contractor written notice that the Response is withdrawn. [Note:

Withdrawal of a Response may be requested within 72 hours (excluding State holidays, Saturdays and Sundays) after the date and time Responses are due. Buyer will not accept an amended Response after the date and time Responses are due.] Except as may otherwise be expressly set forth in the RFP, Buyer intends to award one contract, but reserves the right to enter into a contract with multiple Contractors or to reject all Responses.

- C. Based on the evaluation results, Buyer shall electronically post a notice of intended award at Buyer's website. Please contact the Contact Person if you are uncertain of Buyer's website address or if you experience problems accessing it. Buyer does not intend to provide tabulations or notices of award by telephone.

2.6 Terms of Agreement.

After award to the successful Contractor, Buyer and Contractor will promptly enter into a written agreement (the "Contract") incorporating the terms of the RFP, the successful Response, and other terms and conditions as may be agreed to between the parties. To the extent the Response contains exceptions to or modifications of the RFP, such exceptions or modifications are stricken unless Buyer affirmatively accepts the exceptions or modifications in the Contract. Buyer retains the right to reject all bids and/or amend its notice of award at any time prior to the full execution of the Contract.

If the successful Contractor fails to perform the Services as agreed, Buyer reserves the right to (i) issue a new solicitation for the Services; (ii) reopen the RFP for the purpose of awarding a second contract to another Contractor in accordance with the criteria and processes set forth herein; and/or (iii) take such other actions permitted by law.

2.7 Ex-Parte Communications.

Communications regarding the RFP by a potential vendor, service provider, bidder, lobbyist or consultant to DOMES employees, staff, or hired consultants are prohibited. This prohibition includes communications with the Buyer's attorney unless the Contact Person has authorized those communications in advance. Violations may result in the rejection/disqualification of a Response.

These prohibitions on ex-parte communications do not apply to the following:

- communications regarding the RFP to the Director of Operations (the Contact Person), provided the communication is limited strictly to matters of process or procedure already contained in the RFP.
- communications at any pre-bid conferences.
- contract negotiations
- communications that are necessary for, and solely related to, the ordinary course of business concerning Buyer's existing contract(s) for the materials or services addressed in the RFP.

The period for these prohibitions commences upon the advertisement of the RFP and terminates after the award of a contract.

2.8 Cost of Developing RFP Response.

All costs related to the preparation of Responses and any related activities are the sole responsibility of Contractor. Buyer assumes no liability for any costs incurred by

Contractors throughout the entire selection process.

2.9 Response Ownership.

All Responses, including attachments, supplementary materials, addenda, etc., shall become property of Buyer and shall not be returned to Contractor. Buyer will have the right to use any and all ideas or adaptation of ideas presented in any Response. Acceptance or rejection of a Response shall not affect this right.

2.10 Public Records Law; Process For Protecting Trade Secrets and Other Information.

Article 1, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public records. As such, all responses to the RFP are public records unless exempt by law. If Contractor considers any portion of its Response to be exempt from disclosure under Florida law, Contractor must provide Buyer with a separate redacted copy of the Response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation. Contractor shall be responsible for defending its determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify Buyer for any and all claims arising from or relating to Contractor's determination that the redacted portions of its Response are confidential, trade secret or otherwise not subject to disclosure. If Contractor fails to submit a Redacted Copy with its Response in accordance with Section 2.4 above, Buyer is authorized to produce the entire Response in answer to a public records request.

In accordance with Section 119.0701, Florida Statutes, the Contractor shall:

- (a) Keep and maintain public records required by DOMES to perform the services; and
- (b) Upon request from DOMES custodian of public records, provide DOMES with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Contractor does not transfer the records to DOMES; and
- (d) Upon completion of this Contract, transfer to DOMES at no cost all public records in possession of Contractor or keep and maintain public records required by DOMES to perform the service. If Contractor transfers all public records to DOMES upon completion of this Contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to DOMES upon request from DOMES custodian of public records in a format that is compatible with DOMES information technology systems.

The above requirements apply to a "Contractor" as defined in Section, 119.0701, Florida Statutes.
IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF

CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT DIRECTOR OF OPERATIONS (850) 332-7300; DANS@FLDME.COM; DOMES, 2114 AIRPORT BOULEVARD, SUITE 1450, PENSACOLA, FLORIDA 32504.

2.11 Multiple Responses from Same Contractor; No Collusion.

More than one Response from an individual, firm, partnership, corporation or association under the same or different names is not permitted. Reasonable grounds for believing that a Contractor is involved in more than one Response for the same work will be cause for rejection of all Responses in which such Contractor is believed to be involved. Any or all Responses will be rejected if there is reason to believe that collusion exists between Contractors. Responses in which the prices obviously are unbalanced will be grounds for rejection.

2.12 Conflict of Interest.

DOMES requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract, including but not limited to the public official's name, public office or position held, bid or proposal number, and the position or relationship of the public official with the bidder or Contractor. All Contractors must submit the Conflict of Interest Certificate attached to the RFP.

2.13 Convicted Vendor List.

A person or affiliate placed on the State of Florida convicted vendor list pursuant to Section 287.133, Florida Statutes, following a conviction for a public entity crime may not do any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- submit a bid on a contract to provide any goods or services to a public entity;
- submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and transact business with any public entity in excess of the Category Two threshold amount provided in Section 287.017, Florida Statutes.

2.14 Discriminatory Vendor List.

An entity or affiliate placed on the State of Florida discriminatory vendor list pursuant to Section 287.134, Florida Statutes, may not:

- submit a bid on a contract to provide any goods or services to a public entity;
- submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
- transact business with any public entity.

2.15 Contractor Representations. In submitting a Response, Contractor understands, represents, and acknowledges the following (if Contractor cannot so certify to any of following, Contractor shall submit with its Response a written explanation of why it cannot do so).

- Contractor currently has no delinquent obligations to DOMES.
- The Response is submitted in good faith and without any prior or future consultation or agreement with any other respondent or potential respondent;
- To the best of the knowledge of the person signing the Response, neither the Contractor, its affiliates, subsidiaries, owners, partners, principals or officers:
 - is currently under investigation by any governmental authority for conspiracy or collusion with respect to bidding on any public contract;
 - is currently under suspension or debarment by any governmental authority in the United States;
 - has within the preceding three years been convicted of or had a civil judgment rendered against it, or is presently indicted for or otherwise criminally or civilly charged, in connection with (i) obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; (ii) violation of federal or state antitrust statutes; or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - has within the preceding three-year period had one or more federal, state, or local government contracts terminated for cause or default.
- Contractor has read and understands the RFP terms and conditions, and the Response is submitted in conformance with those terms and conditions.
- All representations made by Contractor to Buyer in connection with the RFP have been made after a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Response.
- Contractor shall indemnify, defend, and hold harmless Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the Response.
- All information provided by, and representations made by, Contractor are material and important and may be relied upon by Buyer in awarding the Contract.

Section 3

Description of Services and Deliverables

3.1 Scope

The Office of the Medical Examiner has statutory responsibility (Florida Statutes, Chapter 406) for investigation and certification of any death occurring within the counties that is sudden, unexplained, or unattended. Cases are investigated at the location of the death by Forensic Investigators working at the direction of the Chief Medical Examiner or Associate Medical Examiners. Statutes prohibit movement of the body or articles in the proximity of the body that relate to the cause and manner of death by anyone other than a representative of the Medical Examiner's Office. The Medical Examiner, or his/her representative, will conduct an external examination at the scene and make arrangements for the body to be transported to the Medical Examiner's Office for an autopsy. Cases investigated by the Medical Examiner involve homicide, suicide, accidents, and all those cases where the cause of death is obscure. Bodies may be in various stages of mutilation or decomposition, and may carry infectious diseases. All cases selected for further investigation will be treated as though they carried infectious disease. This contract requires transportation of the remains of persons who die in District One (Escambia, Santa Rosa, Okaloosa, and Walton counties), Florida from the death site to the Medical Examiner's Office located at 5151 N. 9th Avenue, Pensacola, FL 32504 with a planned relocation to 5961 Commerce Rd. Milton, FL in subsequent renewal years of the contract. In some instances, remains will be picked up from area hospitals. On these occasions, records and admission specimens may be requested and shall be transported with the body at no additional cost. On occasion, due to unforeseen circumstances, the Medical Examiner can request transport to a location other than the Medical Examiner's Office. Contractor shall transport as required in such instances at no additional cost. The Contractor must be aware that the Medical Examiner shall require a "first priority" basis for service. Services are required on a 24-hour basis, seven (7) days a week, three hundred sixty-five (365) days a year.

3.2 Licensing

The awarded Contractor must possess and maintain a license as a removal service with the state of Florida and possess and maintain a Florida occupational license. The Contractor and all drivers must possess and maintain a valid State of Florida Driver's License issued by the Department of Motor Vehicles. These licenses shall be readily available for review by the Medical Examiner's Office or their designee.

3.3 Vehicles

Each vehicle is subject to the inspection and approval of the Medical Examiner's Office.

The Contractor shall maintain a minimum of three (3) vehicles, ready at all times, capable of carrying at least two (2) deceased persons at one time to include the required equipment as listed and described herein.

The Contractor must have proof of ownership, VIN Numbers, Florida Registration, or a signed lease for the duration of the contract for equipment suitable for meeting the requirements of this contract. If new vehicles are to be purchased, the contractor must provide a signed quotation from a vehicle dealer, with a guaranteed delivery date, to ensure that work can begin on time.

The Contractor shall provide proof of business automobile liability coverage for all vehicles. These policies must be readily available for review by the Medical Examiner's Office and or DOMES, Inc. upon request.

3.4 Vehicle Staffing

The Contractor shall maintain at least three (3) fully staffed vehicles ready for response to any death scene in District 1. Each vehicle shall be manned by a minimum of two (2) attendants, including the driver. The Contractor must be capable of loading or unloading at the pick-up point and at the Medical Examiner's Office without assistance. Contractor's second and third vehicles must be readily available in the event that:

- The primary vehicle breaks down;
- A second unit is required due to a priority type of scene;
- Multiple bodies must be transported from a single death scene/hospital; or
- Any other circumstance, not specifically described, wherein a second unit is deemed necessary.

3.5 Vehicle Equipment

Vehicles furnished for this service must be capable of transporting at least two (2) deceased persons at one time. Preferably, vans should have a cargo area with the following dimensions: length (inches): 147.8, width between arches (inches): 52.7, height (inches): 51.9 and loading floor height (inches): 27.3, when possible. Cargo area must be lighted. If the cargo area has windows, it shall have dark tinting that eliminates the possibility of viewing by the public. A bio-hazardous waste receptacle shall be accessible in the cargo area for disposing of gloves, etc. Floor covering shall be plastic or rubber so that cross- contamination can be easily eliminated. Vehicles must be capable of operating safely during inclement weather. The vehicles must have a dignified appearance and both the appearance and mechanical condition of the vehicles must be well maintained. The vehicles must be free of bumper stickers or other writing that could be embarrassing or insensitive to families. The portion of the vehicles which contains the decedents must be air-conditioned.

Each vehicle must contain the following equipment for each call:

- Two (2) one-man cots and/or auxiliary stretchers.
- Hospital grade body bags, and heavy duty body bags with handles provided by the Medical Examiner's Office,
- U-Line numbered lock that will be placed on every body bag where the two zippers meet for tracking and security, provided by the Medical Examiner's Office.
- Two clean white cloth sheets, per stretcher, provided by the Medical Examiner's Office, for homicide cases.
- A communication system for the Contractor to contact his/her employees and for the Medical Examiner's Office to be in reliable contact with the Contractor and the transporters. Primary vehicle shall possess a cell phone.
- Personal protective clothing and equipment as shall be required by local, state, or federal regulations are the responsibility of the contractor.
- Foul weather gear, including boots provided by contractor.
- Gloves provided by contractor.

- Disinfectants provided by contractor.

3.6 Identification Signs

Permanent or temporary signs may be affixed to each vehicle furnished for this service. Said sign, if any, shall identify the Contractor's company name and be located on the front doors of the vehicles. The signs must receive the prior approval of the Medical Examiner and shall not contain the words "Coroner" or "Medical Examiner". Other than the Contractor's vehicle, there will be no advertisement of any kind associated with any equipment or supplies used to transport the decedent. Vehicles shall be operated in compliance with all applicable traffic laws and rules.

3.7 Personnel Responsibilities

Each vehicle shall be manned by a minimum of two (2) attendants, including the driver. This provision is mandatory, and failure to provide a minimum of two (2) attendants per vehicle shall be grounds for termination of this contract. The Contractor shall remove the body from a scene/hospital without soliciting outside assistance. Every effort will be given by the Medical Examiner's Office to inform the Contractor of the approximate weight of the decedent. In no event shall the Contractor, or his/her employees, solicit the assistance of other persons present at the scene/hospital to help with the removal. Unless otherwise directed by Medical Examiner's personnel, each homicide victim removed from a crime scene shall be first wrapped in a clean, white cloth sheet at the scene. This sheet shall not be removed when the deceased is delivered to the Medical Examiner's Office.

Heavy duty body bags are not to be used routinely for homicide cases. The heavy duty body bags shall be used primarily for decomposing bodies and when excessive bleeding and drainage cannot be controlled. Bags used for cases will be purchased and provided to the Contractor by the Medical Examiner's Office. The Medical Examiner reserves the right to determine the type of materials/supplies that will be used in transporting the deceased.

All deceased persons transported under this contract shall have a tag affixed listing the deceased's name or other identifying information, the locations from which the victim was picked up, and the date of the removal. The form and composition of the information shall be as directed by the Medical Examiner. This tag shall be placed on the deceased at the location of the removal. In the event of a homicide, the investigating agency or Medical Examiner personnel may request that the tag be placed as otherwise directed.

Homicide victims shall be transported alone in the vehicle directly to the Medical Examiner's Office, or designated location, with no intervening stops. No other body will be transported in the vehicle at the same time, except for possibly additional homicide victims from the same scene/hospital, unless otherwise directed by Medical Examiner personnel.

Unless otherwise directed by the Medical Examiner's Office or law enforcement personnel, all deceased persons shall be transported in the supine position and, when possible, with the arms down at the sides. They shall be delivered to the Medical Examiner's Office and placed supine on a tray by the contractor's personnel, unless otherwise directed by the Medical Examiner's Office personnel.

The deceased shall not be stored, except in homicide cases, in a sheet that was used for transport unless the sheet was already on the deceased at the time of removal; i.e., a hospital or nursing home removal. Sheets used by the Contractor for routine, non-homicide, Medical Examiner cases shall not be left on the deceased at the time of delivery. It is the Contractor's responsibility to wash and maintain adequate supply of said sheets. Plastic used for hospital cases already in a hospital body bag are the responsibility of the contractor.

The body "Log In" receipt used by the Contractor, to document the removal of a deceased, shall/will be supplied by the Medical Examiner upon delivery at the Medical Examiner's Office. The form must contain at a minimum, the following information:

- Name of deceased, if known;
- Clothing condition of the deceased (dressed/undressed);
- A description of all clothing, money, wallets, personal effects, and jewelry on the deceased. The inventory of valuables will be taken at the scene of the removal in the presence of the police and Medical Examiner's Office personnel;
- Date and time of delivery to the Medical Examiner's Office;
- Printed full names and signatures of Contractor's personnel performing the transport and;
- Signature of receiving personnel of the Medical Examiner's Office.

Contractor's personnel shall be neat in appearance at all times. All employees involved in body transportation shall wear conservative, neutral clothing that covers all parts of the legs and trunk. Clothing may have the transport company name but cannot have other names, emblems, insignias or graphic designs on it. All employees involved in body removal or transportation shall maintain an appropriate standard of cleanliness. All personal protective equipment will be the responsibility of the Contractor.

Contractor's personnel shall carry with them adequate identification to demonstrate that they are employed by the Contractor. These will be furnished by the Contractor and must show photo, legal first and last name, and company name.

3.8 Response Time

The Contractor shall submit a listing of all communications equipment which will be used in performance of this contract including, but not limited to, telephone system, trunked radios, cell phones, text pagers, etc.

The Contractor shall provide and maintain a monitored communications system for the answering of calls, operational twenty-four (24) hours per day, seven (7) days a week, and three hundred sixty-five (365) days a year. This service shall at all times be manned by an individual acquainted with District 1 County geography, cell phones and Medical Examiner's requirements.

Personnel of the Medical Examiner's Office are the only persons authorized to issue dispatch orders for the transport of Medical Examiner's cases.

After attempting to contact Contractor for a removal by telephone or pager with no success, the Contractor will have fifteen (15) minutes to return the call or page. Failure to do so will necessitate the Medical Examiner's Office to contact a backup source. The Medical Examiner's Office reserves the right to rescind the award, and

make award to the next highest ranking responsive, responsible proposer, or to re-issue the solicitation, or to impose penalties if this occurs more than three (3) times a year. The penalty imposed will be a credit issued by the Contractor in the amount of the fee for one (1) body transport per every case where the Medical Examiner's Office would have had to seek outside assistance.

Arrival at the scene/hospital shall be within one hour after time of dispatch call with the understanding that acts of nature could impede arrival. In the event of delay, the Contractor will contact the Medical Examiner's office with reason for delay and approximate arrival time with continued updates as necessary. For delays in arrival of greater than an hour from time of dispatch up to ninety (90) minutes from time of dispatch, payment shall be made at the discretion of the Medical Examiner's Office. For delays in arrival greater than 2 hours, no payment shall be made. Notification to Director of Operations will be made when this occurs.

Vehicle attendants shall possess an adequate knowledge of District 1 geography so as to enable expeditious response to transport calls.

The Medical Examiner's Office reserves the right to allow more than the maximum ninety (90) minute response time on a case by case basis, such as when two (2) calls are made at the same time or other exigent circumstances may dictate.

3.9 Subcontracting and Assignment by Contractor

Should the Contractor be unable to respond to a call from the Medical Examiner's Office, he may subcontract said call to another duly licensed and insured company upon prior written approval of the Medical Examiner's Office.

Contractor shall be solely responsible for paying the subcontractor for each removal so made and shall assume all liability arising therefore. Continued use of a subcontractor shall be construed as being unable to perform under this contract and grounds for termination of contract.

3.10 Personnel Qualifications

Due to the nature of the service to be performed and because transport personnel are subject to being subpoenaed as witnesses in some cases, the Contractor, any subcontractor and all employees of the Contractor must be bondable. Said persons shall not, at the time of the contract signing, be on probation or parole for any offense. The Contractor and any personnel involved with work for the Medical Examiner's Office under this contract may not have any offense involving a violent act, theft, dishonesty, drug possession or driving under the influence or any other felony within the last five (5) years. Exceptions to this are subject to review by the Medical Examiner's Office. . The Medical Examiner reserves the right to consider the ability, capacity, skill, licensing and insurance of the Contractor and to consider the character, integrity, reputation, judgment, experience and efficiency of the Contractor. The Contractor will provide three (3) verifiable references, including name, address, phone number, and point of contact for those references of similar project within the last three (3) years. The Medical Examiner will utilize information from the submitted sources or any other source known in this area, in evaluating the offer.

It is the Contractor's responsibility to have background criminal history checks (Level II)

made and retained for each prospective employee prior to allowing the employee to make removals for Medical Examiner's Office. All employee files and contents therein shall be made available to DOMES upon request. Failure of the Contractor to ensure that his employees or subcontractors meet these requirements may result in immediate termination of the contract.

All persons authorized to make removals under this contract shall possess either a current, valid State of Florida Driver's license issued by the Department of Motor Vehicles or a State of Florida Identification Card at all times.

It is the Contractor's responsibility to have driver's license checks made and retained for each prospective driving employee prior to allowing the employee to make removals for District One. Furthermore, it is the Contractor's responsibility to recheck the employees' driver license status at least annually. Failure of the Contractor to ensure that his/her employees or subcontractors meet these requirements may result in immediate termination of the contract.

The employees to be used by the Contractor in performance of the services specified are subject to review, investigation and approval by the DOMES, Inc., and, if found unacceptable, shall not be used by the Contractor in the performance of any services under this contract. The Contractor will be advised of the information required on each such employee.

Contractor shall provide to the Medical Examiner a list of all persons authorized to make removals under this contract, including any individual who might be used as a backup to the primary transport personnel. Said list shall provide each person's name, date of birth, home address (not business address of Contractor) and valid Florida Driver's license number or State of Florida Identification Card, if not a driver. The list shall be delivered in writing to the Medical Examiner at least one (1) week prior to the start of operations under this contract. Any new hires shall be reported in writing to the Medical Examiner at least one (1) week prior to the new employee's assumption of duties. Any other change in status of employees; resignation, terminations or address changes, shall be reported in writing to the Medical Examiner's Office within fifteen (15) days.

It is the responsibility of the contractor to have his or her employees trained and practicing proper safety procedures. This training shall include, but not be limited to, the current and up to date methods for handling bio-hazardous conditions including blood borne pathogens and body fluids. **Documentation of this training for each employee shall be submitted with the Contractor's bid response.**

The Contractor and his/her employees shall maintain absolute confidentiality of all information related to any Medical Examiner case. This includes, but is not limited to, a prohibition on releasing any such information to the news media, or others, without prior approval of the Medical Examiner's Office. The Contractor and his/her employees shall be prohibited from taking any audio or visual recordings of a scene, participants, or decedents at any time.

No employee, agent, or other person in any way connected with Contractor; shall in any manner, way, or means convey to funeral homes, attorneys, or their agents, any information which would lead to knowledge of the name or address of the decedent or

his/her next of kin or relatives in any Medical Examiner case. In event of release of such information, such employee, or agent of Contractor shall be subject to immediate dismissal.

Contractor, or any director, stockholder, officer, partner, principal, employee, or any member of any of their immediate families shall not refer, direct, suggest or lead persons to funeral homes, attorneys or their agents, cemeteries, crime scene clean up, florist shops or any other entity typically associated with death cases.

Discourteous, disrespectful, unprofessional, or other inappropriate behavior towards the public, law enforcement personnel, or Medical Examiner employees on the part of the Contractor's employees in the performance of contract services shall be grounds for termination of this contract.

The contractor shall maintain a drug-free workplace. The Medical Examiner's Office has a zero-tolerance policy.

3.11 Payment for Services

DOMES, Inc. shall be responsible for payment of transport services as verified and approved by the Medical Examiner's Office.

Contractor shall submit one (1) invoice per month for all removals made during that month. Each one shall identify:

- Date of removal;
- Name of deceased;
- Medical Examiner Case Number; and
- Unit price charge, per awarded contract.

In addition to the invoice submitted, Contractor shall provide a separate log for all removals covered by the invoice. The log shall contain at a minimum, the following information:

- Date of removal;
- Name of deceased;
- Medical Examiner Case Number;
- Location and/or address of removal.
- Time notified of removal by the Medical Examiner's Office;
- Time transport personnel arrived at the scene/hospital;
- Time transport personnel departed from the scene/hospital;
- Time transport personnel arrived at the Medical Examiner's Office and;
- Identity of transport personnel making the removal.

3.12 Additional Provisions

Change in status: Any change in status of Contractor's officers, owners and supervisory personnel, such as mailing address, street address, phone number, etc., shall be reported promptly to the Medical Examiner's Director of Operations.

Licenses, Permits, and Insurance: Awarded Contractor must have and maintain, at Contractor's expense, all necessary licenses and permits applicable in the performance of

this service.

Authority of Medical Examiner: Awarded Contractor shall be responsible to, and take directions and instructions for the handling of deceased persons from, the Medical Examiner or authorized representative. Information regarding the authority of the Medical Examiner can be found in Florida Statutes Chapter 406.

3.13 Background Checks

The Medical Examiner's Office may also conduct background checks required for performance under the contract which could include, but are not limited to, the following:

- Identification verification
- Selective Service Status (registered/unregistered)
- Clerk of Courts of Duval County and/or County of Residence
- Employment verification
- DMV by State of residence and/or other states as necessary
- Military Service verification
- Professional license and certification check
- Fingerprint check
- Credit/Fraud Check

3.14 Compliance with Occupational Safety and Health

The Contractor will be responsible for assuring that all vehicles, material, and equipment maintained during this contract meet all OSHA requirements. Should the Contractor subsequently be found to be deficient in any OSHA requirement in effect, all costs necessary to bring the equipment into compliance with the aforementioned requirements shall be borne by the Contractor. Failure to maintain OSHA requirements will be grounds for termination of this contract.

3.15 Acceptance

The Medical Examiner reserves the right to inspect all facilities/equipment of the respondent in order to make a determination and reserves the right to waive any irregularities and technicalities in the acceptance of this RFP.

3.16 EEO Statement

The Medical Examiner's Office is committed to assuring equal opportunity and therefore comply with all laws prohibiting discrimination on the basis of race, color, religion, national origin, handicap, age and gender.

(Remainder of page intentionally left blank)

Attachment A Evaluation Matrix

The evaluations will be based upon the following criteria, and Proposers are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criteria will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria. **Proposers shall arrange their responses in a format that will offer ready review and evaluation of each criterion.** Please note that **100** points is the maximum total for all combined criteria.

EVALUATION CRITERIA:

1. COMPETENCE: 40 points maximum score

Describe professional and/or technical education and training (including, but not limited to, biohazard training programs); experience in the kind of projects to be undertaken; availability of adequate personnel, quality of equipment (including vehicles' maintenance, stretchers/carts and biohazard supplies/PPE) and Contractor's facilities. **Provide names and resumes of all individuals to be assigned to this project.**

2. FINANCIAL RESPONSIBILITY: 10 points maximum score

Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Disclose all shareholders, affiliate companies, and any potential conflicts of interest. Failure to provide all listed information and documentation will result in a score less than maximum for this criterion.

3. PAST AND PRESENT RECORD OF PROFESSIONAL ACCOMPLISHMENTS WITH OTHERS:

15 points maximum score

Provide a minimum of three (3) completed projects/contracts that are similar in nature and scope to the project under consideration with references to include client's contact person and telephone number. **Projects/contracts must have been held within the last three (3) years.** Describe any outstanding accomplishments that relate to specific services being sought.

4. COST: 30 points maximum score

Price submission in the proposal may be total unit price per decedent transported to the Office of the Medical Examiner from each county within the District or a monthly retainer amount for a set number of transports with a per unit price for any overages. The proposal with the lowest annual price will receive the maximum number of points allotted. The number of points awarded for the remainder of the proposals will be determined by a mathematical formula in which the lowest cost is divided by the proposer's cost. That number will then be multiplied by the maximum number of points for the Cost criterion (30). The proposer will receive the number of points as determined by the formula.

5. VETERAN BUSINESS OWNER: 5 points maximum score

Preference will be given to Contractors who are military veterans. Provide proof of status as a U.S. Military Veteran (i.e., DD-214).

**Attachment A
Evaluation
Matrix**

CRITERION	DESCRIPTION	MAXIMUM POINTS
Competence	Describe professional and/or technical education and training (including, but not limited to, biohazard training programs); experience in the kind of projects to be undertaken; availability of adequate personnel, quality of equipment (including vehicles' maintenance, stretchers/carts and biohazard supplies/PPE) and Contractor's facilities. Provide names and resumes of all individuals to be assigned to this project.	40
Financial Responsibility	Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Disclose all shareholders, affiliate companies, and any potential conflicts of interest. Failure to provide all listed information and documentation will result in a score less than maximum for this criterion.	10
Past and Present Record of Professional Accomplishments with Similar Requirements	Provide a minimum of three (3) completed projects that are similar in nature and scope to the project under consideration with references to include client's contact person and telephone number. Projects must have been held within the last three (3) years. Describe any outstanding accomplishments that relate to specific services being sought.	15
Cost	Price submission in the proposal may be total unit price per transpiration transported to the Office of the Medical Examiner from each county within the District for both the Pensacola and future Milton locations or a monthly retainer amount for a set number of transports with a per unit price for any overages. The proposal with the lowest annual price will receive the maximum number of points allotted. The number of points awarded for the remainder of the proposals will be determined by a mathematical formula in which the lowest cost is divided by the proposer's cost. That number will then be multiplied by the maximum number of points for the Cost criterion (40). The proposer will receive the number of points as determined by the formula.	30
Veteran and/or Jacksonville Small Emerging Business Owner	Preference will be given to Contractors who are military veterans. Provide proof of status as a U.S. Military Veteran (i.e., DD-214)..	5

Attachment B Indemnification

Vendor shall hold harmless, indemnify, and defend DOMES and DOMES members, officers, officials, employees and agents from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from DOMES for:

1. General Tort Liability, for any negligent act, error or omission, recklessness or intentionally wrongful conduct on the part of the Indemnifying Parties that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Parties' performance of the Contract, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this Contract contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean- up or damages whether arising out of or relating to the operation or other activities performed in connection with the Contract; and

3. Intellectual Property Liability, to the extent this Contract contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services, any product generated by the Services, or any part of the Services as contemplated in this Contract, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Parties shall, immediately, make every reasonable effort to secure within 60 days, for the Indemnified Parties a license, authorizing the continued use of the Service or product. If the Indemnifying Parties fail to secure such a license for the Indemnified Parties, then the Indemnifying Parties shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to Buyer, so that the Service or product is non- infringing.

If a Vendor exercises its rights and obligations under this Contract, the Vendor will (1) provide reasonable notice to the City Indemnified Parties of the applicable claim or liability, and (2) allow City Indemnified Parties, at their own expense, to participate in the litigation of such claim or liability to protect their interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by any insurance provided pursuant to the Contract or otherwise. Such terms of indemnity shall survive the expiration or termination of the Contract.**

Attachment C

Insurance Requirements

Without limiting its liability under this Contract, Vendor shall at all times during the term of this Contract procure prior to commencement of work and maintain at its sole expense during the life of this Contract (and Vendor shall require its, subcontractors, laborers, materialmen and suppliers to provide, as applicable), insurance of the types and limits not less than amounts stated below:

Insurance Coverages

Schedule	Limits
Worker's Compensation Employer's Liability	Florida Statutory Coverage \$ 1,000,000 Each Accident \$ 1,000,000 Disease Policy Limit \$ 1,000,000 Each Employee/Disease

This insurance shall cover the Contractor (and, to the extent they are not otherwise insured, its subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers' Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employers' Liability Act, USL&H and Jones, and any other applicable federal or state law.

Commercial General Liability	\$2,000,000	General Aggregate
	\$2,000,000	Products & Comp. Ops. Agg.
	\$1,000,000	Personal/ Advertising Injury
	\$1,000,000	Each Occurrence
	\$ 50,000	Fire Damage
	\$ 5,000	Medical Expenses

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those reasonably required by the City's Office of Insurance and Risk Management. An Excess Liability policy or Umbrella policy can be used to satisfy the above limits.

Automobile Liability	\$1,000,000	Combined Single
Limit (Coverage for all automobiles, owned, hired or non-owned used in performance of the Contract)		

Such insurance shall be no more restrictive than that provided by the most recent version of the standard Business Auto Coverage Form (ISO Form CA0001) as filed for use in the State of Florida without any restrictive endorsements other than those which are required by the State of Florida, or equivalent manuscript form, must be attached to the policy equivalent endorsement as

filed with ISO (i.e., mandatory endorsement).

Pollution Liability	\$1,000,000 per Loss
	\$2,000,000 Annual Aggregate

Any entity hired to perform services as part of this contract for environmental or pollution related concerns shall maintain Contractor's Pollution Liability coverage. Such Coverage will include bodily injury, sickness, and disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to destruction of tangible property including resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed; defense including costs charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages; coverage for losses caused by pollution conditions that arises from the operations of the contractor including transportation.

Pollution Legal Liability	\$1,000,000 per Loss
	\$2,000,000 Aggregate

Any entity hired to perform services as a part of this contract that require disposal of any hazardous material off the job site shall maintain Pollution Legal Liability with coverage for bodily injury and property damage for losses that arise from the facility that is accepting the waste under this contract.

Additional Insurance Provisions

- A. Certificates of Insurance. Vendor shall deliver Certificates of Insurance that shows the corresponding **City Contract or Bid Number** in the Description, **Additional Insureds, Waivers of Subrogation** and **Primary & Non-Contributory statement** as provided below. The certificates of insurance shall be mailed to DOMES (Attention: Operations Director), 2114 Airport Boulevard, Suite 1450, Pensacola, Florida 32504.
- B. Additional Insured: All insurance except Worker's Compensation shall be endorsed to name DOMES members, officials, officers, employees and agents as Additional Insured. Additional Insured for General Liability shall be in a form no more restrictive than CG2010 and CG2037, Automobile Liability CA2048.
- C. Waiver of Subrogation. All required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of DOMES and its members, officials, officers, employees and agents.
- D. Carrier Qualifications. The above insurance shall be written by an insurer holding a current certificate of authority pursuant to chapter 624, Florida State or a company that is declared as an approved Surplus Lines carrier under Chapter 626 Florida Statutes. Such Insurance shall be written by an insurer with an A.M. Best Rating of A- VII or better.
- E. Vendor's Insurance Primary. The insurance provided by the Vendor shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by DOMES or any DOMES members, officials, officers, employees and agents.
- F. Deductible or Self-Insured Retention Provisions. All deductibles and self-insured retentions associated with coverages required for compliance with this Contract shall remain the sole and exclusive responsibility of the named insured Vendor. Under no circumstances will DOMES and its members, officers, directors, employees, representatives, and agents be

responsible for paying any deductible or self-insured retentions related to this Contract.

- G. Vendor's Insurance Additional Remedy. Compliance with the insurance requirements of this Contract shall not limit the liability of the Vendor or its Subcontractors, employees or agents to DOMES or others. Any remedy provided to DOMES, its members, officials, officers, employees or agents shall be in addition to and not in lieu of any other remedy available under this Contract or otherwise.
- H. Waiver/Estoppel. Neither approval by DOMES nor failure to disapprove the insurance furnished by Vendor shall relieve Vendor of Vendor's full responsibility to provide insurance as required under this Contract.
- I. Notice. The Vendor shall provide an endorsement issued by the insurer to provide DOMES thirty (30) days prior written notice of any change in the above insurance coverage limits or cancellation, including expiration or non-renewal. If such endorsement is not provided, the Vendor, as applicable, shall provide thirty (30) days written notice of any change in the above coverages or limits, coverage being suspended, voided, cancelled, including expiration or non-renewal.
- J. Survival. Anything to the contrary notwithstanding, the liabilities of the Vendor under this Contract shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage.
- K. Additional Insurance. Depending upon the nature of any aspect of any project and its accompanying exposures and liabilities, the City may reasonably require additional insurance coverage in amounts responsive to those liabilities, which may or may not require that the City also be named as an additional insured.

**Form 1
Price
Sheet**

TO: District One Medical Examiner's Office

FROM: _____

DESCRIPTION	UNIT	UNIT PRICE
Unit Price – Cost to transport a single ME Case (et al single body) from location of death in Escambia County to Medical Examiner's Office.	EACH	Pensacola Location \$ Milton Location \$
DESCRIPTION	UNIT	UNIT PRICE
Unit Price – Cost to transport a single ME Case (et al single body) from location of death in Santa Rosa County to Medical Examiner's Office.	EACH	Pensacola Location \$ Milton Location \$
DESCRIPTION	UNIT	UNIT PRICE
Unit Price – Cost to transport a single ME Case (et al single body) from location of death in Okaloosa County to Medical Examiner's Office.	EACH	Pensacola Location \$ Milton Location \$
DESCRIPTION	UNIT	UNIT PRICE
Unit Price – Cost to transport a single ME Case (etal single body) from location of death in Walton County to Medical Examiner's Office.	EACH	Pensacola Location \$ Milton Location \$

Form 2
Conflict of Interest Certificate

Bidder must execute either Section I or Section II hereunder relative to Section 126.201, *Ordinance Code*, and Section 112.313(12), *Florida Statutes*. Failure to execute either Section may result in rejection of this proposal.

SECTION I

I hereby certify that no official or employee of DOMES or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

Signature

Company Name

Name of Official (Type or Print)

Business Address

City, State, Zip Code

SECTION II

I hereby certify that the following named DOMES official(s) and employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____

Signature

Company Name

Name of Official (Type or Print)

Business Address

City, State, Zip Code

PUBLIC OFFICIAL DISCLOSURE

Section 126.110 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable.

Public Official _____

Position Held: _____

Position or Relationship with Bidder: _____

Form 3
Insurance Agent Acknowledgment

Bidder must have their insurance agent execute the below statement. Failure to execute this statement may result in rejection of this bid proposal.

As insurance agent for _____,

I have read the Indemnification and Insurance Requirements relating to the above referenced bid and do certify that I can provide evidence of all required coverages, limits and additional insurance provisions A-D as stated in those documents.

Agent's Signature

Insurance Agency Name

Agent's Name (Type or Print)

Agent's License Number (Type or Print)

****This Form is not to be edited in any way (including handwritten comments). If Bidder has insurance coverage with multiple insurance agents, each agent will need to complete and sign their own form to be submitted with the bid response.***

Form 4
Business References

Client: _____ City, State: _____

Term of Contract: _____ Number of Locations: _____

Contact Person: _____ Phone #: _____

Email: _____

Brief Description of Services: _____

Client: _____ City, State: _____

Term of Contract: _____ Number of Locations: _____

Contact Person: _____ Phone #: _____

Email: _____

Brief Description of Services: _____

Client: _____ City, State: _____

Term of Contract: _____ Number of Locations: _____

Contact Person: _____ Phone #: _____

Email: _____

Brief Description of Services: _____
