



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Office of the Coroner

DATE: April 30, 2009
BOARD MEETING DATE: June 9, 2009
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Robert J. Foucrault, Coroner 

SUBJECT: Contract for Body Removal

RECOMMENDATION:

Adopt a Resolution:

1) Authorizing the President of the Board to execute an agreement with Alacritas Incorporated for body removal services for the term of April 1, 2009 through March 31, 2012, for a maximum obligation of \$180,000, no additional Net County Cost.

2) Authorizing the Coroner of San Mateo or the Coroner's designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions

VISION ALIGNMENT:

Commitments: Ensure basic health and safety for all; Responsive, effective and collaborative government.

Goals 7 and 20: Maintain and enhance the public safety of all residents and visitors; and Government decisions are based on careful consideration of future impact rather than temporary relief or immediate gain.

Performance Measure(s):

Measure	FY 2008-09 Estimate	FY 2009-10 Target
Percent of calls where the removal service arrives on scene within 45 minutes*	60%	80%
Percent of survey respondents rating services good or better.	94%	90%

BACKGROUND:

The Coroner's Office removes approximately 500 deceased persons from their place of death per year. The Coroner's Office contracts with an outside company to provide assistance with these removals. Alacritas, Inc has been performing removals for the San Mateo County Coroner's Office since Alacritas absorbed the former provider, Bay Area, in 2008.

DISCUSSION:

In September 2008 the Coroner's Office issued a Request for Information (RFI) for body removal, the Coroner's Office received 7 responses. In November 2008 a Request for Proposal was issued, it was open for 5 weeks. The Coroner's Office received one proposal. In addition to the Request for Proposal the Coroner's Office decided to increase the requested average response time from 30 minutes to 45 minutes as the ability to meet the average 30 minutes response time had become increasingly difficult to meet. Alacritas has been working with the Coroner's Office to improve response times and charge a reasonable price for services provided. The fees will increase with this contract; however, they are anticipated to decrease in the third year of the contract or after 800 removals. The annual cost under this proposed contract is approximately \$60,000 per year with an anticipated slight decrease beginning in year 3 of this contract.

The Coroner's Office will further work to reduce this cost by making some of the removals with Deputy Coroners when feasible. The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits.

FISCAL IMPACT:

The term of the agreement is from April 1, 2009 through March 31, 2012 with the option for two one-year extensions. The agreement maximum is \$180,000 for the three year term. The budgeted maximum for FY 2009-11 is \$120,000; which has been included in the FY 2009-11 Recommended Budget. The budgeted maximum for FY 2011-12 is \$60,000 and will be included in the FY 2011-12 budget. These costs will be partially off set by scheduled fee increases beginning July 1, 2009 and July 1, 2010.

RECOMMENDED
.....
[Signature]
.....
COUNTY MANAGER

Exhibit A
Request for Proposal Matrix

1.	General Description of RFP	Body Removal
2.	List key evaluation criteria	Reliability and length of time in the business
3.	Where advertised	Websites
4.	In addition to any advertisement, list others to whom RFP was sent	Silicon Valley Removal Service, Alacritas, First Call, Bay Area Cremations, Mortuary Transport Service, Northern California Mortuary Transport, Loved Ones Mortuary Transport, First Care, Eddies Removal & Transport Service, Morning Star Transport.
5.	Total number sent to prospective proposers	11 (ELEVEN)
6.	Number of proposals received	1 (ONE)
7.	Who evaluated the proposals	Coroner Robert Foucrault and Chief Deputy Coroner Jerry Cohn
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	Alacritas, Inc Orinda, CA