

**County of Santa Clara**  
**Office of the County Executive**  
Procurement Department



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CE03 051909

Prepared by: Cheryl Liu  
Program Manager II  
Reviewed by: Roslyn Fuller  
Assistant Director of Procurement

DATE: May 19, 2009

TO: Board of Supervisors

FROM:   
Jenti Vandertuig  
Director of Procurement

SUBJECT: Acquisition of Human Remains Removal Services

**RECOMMENDED ACTION**

Consider recommendations relating to human remains removal services agreement.

Possible action:

- a. Approve Agreement with Alacritas Inc. (Alacritas) relating to providing human remains removal services in an amount not to exceed \$481,260 for the period May 19, 2009 through May 18, 2012 with an option to renew for two additional years.
- b. Approve delegation of authority to the Director of Procurement, or designee, to negotiate, amend, execute, administer, enforce and terminate the Agreement with Alacritas, following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on May 18, 2012.

## **FISCAL IMPLICATIONS**

There is no impact on the General Fund as a result of this action. Santa Clara County Medical Examiner / Coroner's Office (ME/C) will utilize funds from their approved budget for these purchases.

## **REASONS FOR RECOMMENDATION**

On February 3, 2009, the Procurement Department issued a Request for Proposal (RFP) for human remains removal services. The RFP was posted on the County bid management website, Bid Sync. Two vendors, Alacritas and R.G. Smith & Company, responded to the RFP. The proposals were evaluated on the adherence to the RFP, ability to meet business and service requirements, corporate strength and reputation of the offeror, past performance and references, local preference and cost. Based on the evaluation of the written responses from the vendors, the evaluation committee recommended that the County move forward with contracting with Alacritas.

In accordance to Purchasing Ordinance Code A34 - 80(a) and (b), Contracting for Services, the Director of Procurement has the authority to purchase services where the aggregate cost does not exceed \$100,000 per budget unit, per fiscal year. The proposed contract will exceed the \$100,000 per budget unit, per fiscal year limit. Approval from the Board of Supervisors is therefore requested to award the proposed contract.

The delegation of authority to make administrative and business process changes is needed to allow Procurement to effectively manage and administer changes during the term of the agreement. If there is a need to extend the contract term or increase the total value of the agreement, the Procurement Department will recommend a delegation of authority to the Director of Procurement, or designee at the appropriate time.

## **BACKGROUND**

In April 2008, ME/C contacted the County Procurement Department requesting a solicitation to be conducted for human remains removal services. An Invitation to Bid was issued and later canceled to refine and re-define the requirements. In January 2009, the County Procurement Department took the lead in creating the RFP requirements, terms, and conditions with the assistance from the Committee consisting of staff from the ME/C.

## **CONSEQUENCES OF NEGATIVE ACTION**

This agreement will not be entered into and the County will not have the benefit of provision for human remains removal services and the potential savings.

## **STEPS FOLLOWING APPROVAL**

Return copy of the executed agreement to Jenti Vandertuig, Director of Procurement.

## **ATTACHMENTS**

- Agreement with Alacritas Inc.