



MEMORANDUM

To: Mayor and City Council

From: Brad Reid, Parks and Recreation Director

Date: March 28, 2017

Reference: Consider award of an annual contract for Rolling Oaks Memorial Center, for Interment Services to Rodriguez Graveside Services, as budgeted, and authorizing the City Manager to sign all necessary documents.

2030: Sustainable City Government: Excellent and Well-Maintained City Infrastructure and Facilities

Introduction:

On February 3, 2017, the Rolling Oaks Memorial Center solicited bids for Interment Services to be performed on an as needed basis. On February 21, 2017 one (1) interment service vendor turned in a bid for consideration. Rodriguez Graveside Services was the sole vendor that submitted a bid per the Pricing Schedule list which included interments (single and double depth), disinterments, monument/marker placement, sodding and graveside tent/chair setup.

- Bid #Q-0217-02 for Cemetery Interment Services opened Tuesday, February 21, 2017. Contract includes interment, disinterment and monument/marker installation services. Bids were submitted on a Unit Price for each specific type of cemetery burial-related task.
- One (1) bid received (attached).
- Contract term is for one-year with options to renew four (4) additional one year terms.

Analysis:

Rodriguez Graveside Services (RGS) is a locally owned business and has provided interment services for ROMC for the last two years. Their performance has met the expectations of the cemetery during this period. RGS opened and closed 77 properties last fiscal year at ROMC without any deficiencies in the standards established for the burial process. RGS operates in three other cemeteries which are in Plano, Granbury and Cleburne. They have the equipment and other necessary resources to accommodate the needs of all their clients.

The Parks and Recreation Department worked with the Purchasing Department to secure bids for this contract. The evaluation criteria includes: purchase price, reputation of the bidder and of the bidder's goods and services, quality of the bidder's goods or services, extent to which the goods or services meet the municipality's needs, bidder's past relationship with the municipality, impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities, total long-term cost to the municipality to acquire the bidder's goods or services, and relevant criteria specifically listed in the request for bids or proposals.

Based on the current and previous work history with the City of Coppel, lowest bid, equipment and manpower to handle the job, and strong references, it is the recommendation of the Parks and Recreation Department that RGS be awarded Bid #Q-0217-02 for the Interment Services Contract with options to renew four (4) additional one year terms subject to staff review of the quality and service received.

Legal Review:

The Purchasing Department has reviewed the documents and determined that this is an appropriate method of contracting with this firm.

Fiscal Impact:

The total fiscal impact would be dependent upon the number of property opening/closings, monument/marker settings and other listed services provided during the year. Interment services are included in the cost of burial services for "At Need" families. The Rolling Oaks Memorial Center budget includes funding for this contract.

Recommendation:

The Parks and Recreation Department recommends approval of this item.