

## **INVITATION TO RFP**

Sealed RFPs, subject to the conditions contained herein, will be received by ONEIDA COUNTY HEALTH DEPARTMENT until 4:00 PM: local time on April 30, 2018:

**Oneida County Medical Examiner Office  
Transport Service  
RFP- # 2018-230**

Specifications MUST be RECEIVED from Oneida County Health Department, phone Phyllis Ellis, Public Health Director at 315-798-5220 or mail request to Oneida County Health Department, 185 Genesee Street, Utica, NY 13501, or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section.)

Copies of the described RFP may be examined at no expense at the department of Oneida County Health Department.

The return envelope must be clearly marked with the RFP # and addressed to the department of Oneida County Health Department.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Phyllis D. Ellis, BSN, MS, F.A.C.H.E.  
Director of Public Health

Dated: April 13, 2018

Oneida County Medical Examiner Office Transport  
RFP -#2018-230

**PROJECT OVERVIEW**

The Oneida County Health Department is seeking proposals from qualified agencies to perform decedent transport service to the Onondaga County Medical Examiner Office (MEO), which performs autopsies and other related services on behalf of Oneida County. Funding for this service will be available from January 1, 2019 through December 31, 2019 with an option for two (2) one (1) year renewable contracts.

**PROPOSAL SUBMITTAL**

Original Proposal The complete proposal must be submitted in a sealed package with one (1) original, 4 copies and one (1) electronic copy, prior to date and time specified on the Invitation to RFP page of the document. All proposals shall be marked MEO Transport Services RFP - #2018-230. Vendors shall include all documents necessary to support their proposal in the sealed package. Vendors shall be responsible for the delivery of proposals during business hours to the address indicated in the Invitation to RFP. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. Proposals received after the time specified will not be considered and will be returned unopened.

Summarize all resources, assumed or expected, to be provided by Oneida County. This summary should clearly identify what the Vendor expects or anticipates by way of County personnel or resources.

No proposal will be considered which is not signed by an authorized official of the Firm.

**PROPOSAL SPECIFICATIONS**

If there are questions regarding this RFP, please contact Phyllis D. Ellis by email at [pellis@gov.net](mailto:pellis@gov.net)

**SCOPE OF SERVICES**

The Onondaga County Medical Examiner's Office (OCMEO), which contracts with Oneida County to perform autopsies and other related services, is located at 100 Elizabeth Blackwell Street, Syracuse, NY. The OCMEO requires a transport service to remove and transport decedents to and from the OCMEO and/or to other locations when performing autopsies and other related services to Oneida County. Decedent removal is required from various locations throughout Oneida County including but not limited to residences, roadways, wooded areas, funeral homes,

hospitals, and other health care facilities. The total number of transports in 2017 from January to July 2017 was 232.

### **QUALIFICATION REQUIREMENTS OF THE MEDICAL EXAMINER TRANSPORT SERVICE**

General Agency Information. Describe all aspects of removal and transport services, including your organization's ability to meet the following minimum requirements:

- A. Provide 24 hour, 7 days per week removal and transport of decedents from any location within Oneida County.
- B. Utilize vehicles conforming to New York State Health laws (see Attachment 1).
- C. Utilize vehicle(s) appropriate for the removal and transport of decedents to the OCMEO. Vehicles will be subject to the approval of the OCMEO Chief Medical Examiner or his/her designated representative. Inappropriate or poorly maintained vehicles will be disallowed.
- D. Utilize equipment removal vehicles and transport vehicle(s) with appropriate equipment for a wide range of scene scenarios must be provided. The vendor should provide a detailed listing of the types of vehicles and equipment to be made available under this contract. The vendor must also describe the types of removal and transport scenarios that can be anticipated under this contract based on the vendor's own past experience.
- E. Utilize vehicle(s) that are unmarked or do not display a company name.
- F. Deploy additional resources necessary for removal as requested by the OCMEO. The OCMEO will provide the Vendor with information about scene location, weight of decedent, decontamination requirements, and any other information that may require additional assistance or resources by the Vendor at the time of notification.
- G. Provide a sufficient number of vehicles and staff to remove at least two decedents from two different locations at the same time.
- H. Respond within forty-five (45) minutes of notification.
- I. Allot for forty-five (45) minutes of time on-scene for stand-by and removal. On-scene time starts upon arrival at the scene and ends when the decedent is removed from the scene. OCMEO staff will contact the Vendor when the decedent is ready for removal; however, the Vendor must be aware there are times when the removal may be delayed due to law enforcement and/or other agency activities beyond the control of the OCMEO.
- J. Provide at least two (2) employees to remove decedents from scenes and emergency rooms and at least one (1) employee to remove decedents from hospital morgues. Vendor employees must be capable of moving heavy decedents up to 250 pounds and/or must have the appropriate number of staff and equipment to remove decedents up to 500 pounds.

- Vendor should not expect any assistance with removal.
- K. Demonstrate that the vendor's employees will be dressed professionally and appropriately for scene response.
  - L. Undersand that the vendor's employees will not function in an investigative manner and will only enter the scene perimeter when instructed by the OCMEO Forensic Investigator or Medical Examiner.
  - M. Demonstrate respect for the decedent and for family members of the decedent at all times during the course of removal and transport. A flat or plastic carryboard must be used to transfer all decedents to a stretcher for removal.
  - N. Maintain confidentiality of all information obtained during transport. This includes basic data such as decedent name, age, gender, sexual orientation, circumstances of death, as well as, other information. Any breach of confidentiality may result in the termination of the contract and possible legal action.
  - O. Use universal precautions during removal, transport and transfer.
  - P. Comply with Occupational Safety and Health regulations 29 CFR 1910.1030 Occupational Exposure to Bloodborne Pathogens and 29 CFR 1910.132-136 Personal Protective Equipment and supply personal protective supplies to meet these standards.
  - Q. Comply with the CFS Safety Manual Contractor Safety Handout and complete the Contractor Safety Acknowledgement Signature form (see Attachment 2).
  - R. Utilize cellular telephone and/or two-way radio communication between the Vendor's main office, mobile vehicle(s) and OCMEO employees.
  - S. Utilize various types of body bags provided by the OCMEO. Heavy duty bags must be used in any instance where the death is the result of a criminal act, require removal by hand carrying the remains (i.e. off road or woods), or in circumstances where special handling is required, as directed by the OCMEO staff on the scene. In all other routine removal situations (hospitals, nursing homes, etc.), the decedent, ideally, must be placed in a bag provided by that institution. In those cases where a bag is not provided by an institution, or the removal is made from a private residence, a lightweight bag must be utilized. In cases where the decedent is extremely obese, special oversized heavyweight bags will be utilized as determined by OCMEO staff. All replacement bags will be replenished upon arrival at the OCMEO. All bags are the property of the OCMEO and must be used for only that purpose.
  - T. Utilize other supplies provided by the OCMEO for scene preservation as directed by OCMEO forensic investigators or medical examiners.
  - U. Complete chain of custody when OCMEO forensic investigator is present at the scene/ pick-up location: The OCMEO forensic investigator will begin the chain of custody at the scene by sealing the bag with a numbered lock seal and will then transfer the decedent to the Vendor for transport. The chain of custody will continue at check-in of the decedent at the OCMEO. Vendor employees will not depart the OCMEO, following decedent transport, until said chain of custody is

- completed and signed by both the Vendor's representative and an OCMEO representative.
- V. Complete chain of custody when an OCMEO forensic investigator is NOT present at the scene/ pick-up location: Vendor will ensure the numbered lock seal on the body bag matches the seal number noted in the hospital or other agency's records/forms before transport to the OCMEO. If the body bag is NOT sealed upon arrival, Vendor will use an approved OCMEO property and evidence form to document personal property and valuables on the decedent, with hospital or other agency staff present, and then seal the bag with a numbered lock seal before transport to the OCMEO. The chain of custody will continue at check-in of the decedent at the OCMEO. Vendor employees will not depart the OCMEO, following decedent transport, until said chain of custody is completed and signed by both the Vendor's representative and an OCMEO representative.
  - W. Provide a monthly report on all responses including OCMEO case number, time of arrival and departure from the scene, scene location, and names of vendor employees responding.
  - X. Submit a quarterly invoice for services performed.
  - Y. Be willing to bring any issues/problems encountered to the attention of the Forensic Investigator responsible for the particular scene, or to the OCMEO or his/her designee.

### **COST**

Vendors must provide an all-inclusive annual cost for services to transport decedents from January 1, 2019 through December 31, 2019 as described in this RFP. Historical data of 137 transports/removals from January to July 2013.

### **CONTRACT CONSIDERATIONS**

1. Oneida County intends to award a single contract for these services. The Contract is anticipated to be for 36 months with a period of performance of January 1, 2019 through December 31, 2019 with an option for two (2) one year renewals. Such options will be held by the County and be exercised solely at the County's discretion.
2. Interested vendors are encouraged to contact Phyllis D. Ellis, Director of Oneida County Public Health at [pellis@ocgov.net](mailto:pellis@ocgov.net) to clarify the requirements of this RFP prior to proposal submission.
3. This RFP and the successful proposal will become attachments to the resulting contract or agreement. Oneida County takes the issue of privacy and confidentiality very seriously and values the trust you place in us. Please be advised that all information contained within a County contract is a public record once you provide it, and may be subject to public inspection and copying if not otherwise protected by federal or state law.
4. All proposers are hereby advised that Oneida County intends to contact references provided as a part of any proposal and may solicit and secure background information based on the information, including references,

provided in response to this RFP. By submission of a proposal, all proposers agree to such activity and release Oneida County from all claims arising from such activity. Proposals will be evaluated based on the County's analysis and ranking of each firm's responses relative to the activities described in this RFP.

5. Scoring Criteria and Weights are as follows:

CRITERIA	MAXIMUM POINTS
a. Experience of personnel	25%
b. Demonstration of understanding	25%
c. Strength of references	25%
d. Cost	25%

### **ELEMENTS OF PROPOSAL**

An organization interested in providing Oneida County Medical Examiner Office Transport Services must provide the following information with its proposal:

1. A narrative description your firm's approach to meet the requirements summarized in this RFP.
2. Resumes for Key Personnel.
3. A complete description of vehicles, equipment and services offered as part of your proposal.
4. A sample copy of your proposed monthly report.
5. A sample copy of your standard Medical Examiner Office Transport contract, or other transport contract, if available.
6. A brief outline of your organization including:
  - a. Full legal name and address of the company;
  - b. Management overview;
  - c. Year company was established; and
  - d. Current number of employees.
7. Three references for organizations that have utilized Medical Examiner Office Transport services or other transport services, similar in size and scope to those described in this RFP. Please include enterprise name, contact name, telephone number and email address for each.
8. A brief outline of all services currently offered by your organization.

RFP- Oneida County Health Department-Medical  
Examiner's Office MEO Transport Services

Number: 2018-230

ATTACHMENT 1

Title: Part 13- Transportation of Dead Bodies  
(Statutory authority: Public Health Law, Section 225)

Effective Date: 09/18/91

Title: Section 13.2- Transportation of dead human bodies by  
other than common carrier

13.2 Transportation of dead human bodies by other than common carrier.

In the transportation of dead human bodies by every mode of transportation including air, other than by common carrier in the State of New York, and including such transportation which originates outside the State of New York, the dead body shall be encased in a casket or container or shall be enclosed in a waterproof pouch and secured in a rigid litter or stretcher, and however encased or enclosed, the dead body shall be obscured from public view and:

- (1) the funeral director or his agent assuming responsibility for the transportation of the dead body must take the steps necessary to prevent leakage of body fluids from the container in which the remains are encased; and
- (2) the interior of the vehicle and equipment used for transportation must be maintained in a clean and sanitary manner.

Volume: A

*Source:*

[http://w3.health.state.ny.us/dbspace!NYCRR1O.nsf/llfb5c7998a73bcc85256\\_Sal004e9f87/8525652c00680c3e852565300065d3eO?OpenDocument](http://w3.health.state.ny.us/dbspace!NYCRR1O.nsf/llfb5c7998a73bcc85256_Sal004e9f87/8525652c00680c3e852565300065d3eO?OpenDocument)

# **RFP - Oneida County Health Department-Medical Examiner's Office**

## **MEO Transport Services**

Number: 2018-230

### ATTACHMENT 2

## CONTRACTOR SAFETY HANDOUT

This document is intended to convey general safety information to the Contractor to protect the Contractor and Center staff. It is the responsibility of the CFS staff to inform contractors/visitors of the specific hazards they may encounter while working in the CFS.

The Center for Forensic Sciences was designed with the safety of the staff and visitors as a high priority. Various engineering controls were installed to protect workers from the types of hazards typical to a laboratory environment. The Center's air handling system is monitored through a sophisticated computer system with alarmed settings for notification of system/subsystem failure. Onondaga County Health Department provides an on-site Building Maintenance Supervisor (BMS) to monitor and adjust systems as needed during normal business hours. The system is under computer surveillance 24 hours per day by the Onondaga County Steam Station Control Room Supervisor. Any failure of crucial systems is relayed to the Center's management team for immediate action. Actions would include implementation of the evacuation plan when there is potential for employee hazard.

It is a good practice to consider every surface, piece of equipment, tool, etc., as a potentially contaminated. Do not place tools or equipment on *any* countertops unless given prior permission by authorized staff members.

### Planning

Seek information and advice about Laboratory specific hazards. Plan your work as to not interfere with Laboratory processes.

### Security

Due to the sensitive nature of the work performed in this facility, security is extremely important. All contractors and visitors\* are required to sign in at the Security Desk and get a badge to be worn at all times while in the building. When leaving the building, sign out at the Security Desk and return the badge. At no time are contractors/vendors to wander away from their respective workplaces without an authorized escort. A person caught breaching this security policy may be immediately escorted off the premises and/or be brought up on criminal trespassing charges.

\*NOTE: Medical Examiner's Office decedent transport company and funeral



directors are exempt from this Security requirement.

### Exiting

Wash hands well at designated sinks before leaving the laboratory or the morgue.

### Eating, Smoking, etc.

Do not eat, drink, smoke, or apply cosmetics in areas where biological/chemical hazards may be present. Food and beverages must not be stored, handled, or consumed in laboratory or other hazard designated areas.

### Personal Apparel

Confine long hair and loose clothing. Wear appropriate shoes at all times. Open toed shoes or sandals are prohibited in lab areas. Outer garments are to be hung in approved areas only. (See staff for locations.)

### Personal Housekeeping

Keep the work area clean and uncluttered. Clean up the work area at the end of each day and/or as often as needed to maintain a safe workspace.

### Personal Protection

See staff for area specific Personal Protective Equipment (PPE). Ensure that all persons wear appropriate gloves, lab coats, safety glasses, face shields, etc., where the potential for contact with toxic materials exists. Inspect the gloves before each use and replace them as needed. Dispose of used gloves and garments in proper containers.

### Vigilance

Be alert to unsafe conditions. Report unsafe conditions to the Building Maintenance Supervisor, at x2260, or Health and Safety Manager, at x2204, as soon as they arise, so that they can be corrected in a timely fashion.

### Waste Disposal

All construction debris is to be removed from the premises at the end of each workday.

More frequent removal may be required to maintain a clean safe environment.

### Working Alone

Working alone in secure lab areas is prohibited. Avoid working alone in the building's common areas. An attempt should be made for employees to never work alone on any construction project; however, circumstances may arise in which this situation is unavoidable. In such circumstances notification of another person in the building, possibly security or the Building Maintenance Supervisor, must be made prior to and upon completion of the work.

### Equipment Usage

Contractors will follow manufacturers' safety guidelines when using any equipment, hand tools, power tools, ladders, etc., to ensure safety is not compromised.

### Electrical Safety

All 110-volt outlets in the laboratories are provided a ground circuit. Frayed or damaged cords must be replaced. DO NOT tape or splice them. Electrical equipment may not be used when in a damaged condition. Turn the equipment's power switch to the "off" position before connecting to or disconnecting from an electrical outlet. Always unplug equipment by pulling on the plug, not on the cord. Do not handle electrical equipment with wet hands or when standing on wet surface. Position electrical equipment as to minimize the possibility of water or chemical contact.

#### Fire Prevention

Identify potential ignition sources including open flames, heating elements, and electrical sources. Be aware of major workplace fire hazards: flammable chemicals, accumulated paper, or cardboard. Contractors are responsible for the safe operation of their equipment. Use fire extinguishers only if trained in their proper use. Smoking is prohibited in the Center for Forensic Sciences

#### Evacuation

If an emergency requires the building to be evacuated, everyone is to secure their equipment, leave immediately using posted evacuation routes and meet across Elizabeth Blackwell Street at the Campus Activities Building (CAB) for attendance. It is important that all meet at the CAB to ensure everyone is safe so emergency rescue personnel do not have to be dispatched into the building.

*It is the policy of the Center for Forensic Sciences to maintain a safe, healthy environment for all that enter. This document is only a guide and cannot take the place of common sense. If there is a question that may affect the safety of personnel or equipment, you are to have the question resolved by the appropriate staff before continuing.*

RFP - Oneida County Health Department-Medical  
Examiner's Office MEO

Transport Services

Number: 2018-230

GENERAL RULES

FOR CONTRACTORS

Onondaga County Center for Forensic Sciences

I have read and I understand the General Rules for Contractors document.  
I will follow the rules set forth and will notify the Health and Safety Manager (x-2204) or the Building Maintenance Supervisor (x-2260) of any foreseeable potential hazards that may arise.  
I also understand that non-compliance with this General Rules for Contractors Policy may result in termination of contract(s).

Company Name: \_\_\_\_\_

NAME (printed)

Signature

Date

1. \_\_\_\_\_

2. -----

3. \_\_\_\_\_

4. \_\_\_\_\_

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15. \_\_\_\_\_