



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: 5/1/18

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

Adair Funeral Home Inc.

***Project Title/Description:**

Mortuary and Cremation Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-14-475. This revision increases the annual award amount by \$102,000.00 from \$289,000.00 to \$391,000.00 for a cumulative not-to-exceed contract amount of \$1,197,540.00.

There is currently an open competitive process for these services due to an increase in demand and requirements. This increase will support the additional demand until the new contract is awarded.

Administering Department: Public Fiduciary.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive Sealed Bidding, on June 19, 2014, the Procurement Director approved an award of contract for an initial term of one (1) year and an annual award amount of \$189,000.00 with four (4) one-year renewal options.

On May 19, 2015, the Board of Supervisors approved an increase to the annual award amount by \$100,000.00 to \$289,000.00.

On August 19, 2015, the Deputy County Administrator approved a revision to extend the termination date to 8/17/2016 and to add a partial annual award amount of \$284,540.00 for a cumulative not-to-exceed contract amount of \$573,540.00.

On August 3, 2016, the Procurement Director approved a revision to extend the termination date to 8/17/2017, to increase cremation rates, and to add a partial annual award amount of \$269,000.00 for a cumulative not-to-exceed contract amount of \$842,540.00.

On May 22, 2017, the Procurement Director approved a revision to extend the termination date to 8/17/2018 and to add a partial annual award amount of \$253,000.00 for a cumulative not-to-exceed contract amount of \$1,095,540.00.

PRCUID: 134167

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

The Pima County Indigent Cremation and Burial Program will provide funeral services to indigent clients of the Public Fiduciary.

***Public Benefit:**

Funeral services will be provided by licensed practitioners and deceased will be interred or cremated in accordance with applicable state statutes.

***Metrics Available to Measure Performance:**

Funeral services will be provided with dignity in a timely and cost effective manner.

***Retroactive:**

No

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 14-475

Amendment No.: _____ AMS Version No.: 10

Effective Date: 5/1/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 102,000.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** General Fund

Funding from General Fund? Yes No If Yes \$ 102,000.00 % 100

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Jennifer Moore, Procurement Officer Division Manager: [Signature] 4/11/18

Department: Procurement Telephone: 520-724-8164

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: C. DeLorenzo 4/14/18
(Required for Board Agenda/Addendum Items)



PIMA COUNTY

MASTER AGREEMENT

PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION**

Master Agreement No: 1400000000000000475

MA Version: 10

Page: 1 of 3

Description: Mortuary and Cremation Services

IFB 134167

I S S U E R	Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701 Issued By: JENNIFER MOORE Phone: 5207248164 Email: jennifer.moore@pima.gov
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T E R M S	Initiation Date: 08-18-2017 Expiration Date: 08-17-2018 <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>NTE Amount:</td> <td>\$1,197,540.00</td> </tr> <tr> <td>Used Amount:</td> <td>\$1,047,408.94</td> </tr> </table>	NTE Amount:	\$1,197,540.00	Used Amount:	\$1,047,408.94
NTE Amount:	\$1,197,540.00				
Used Amount:	\$1,047,408.94				

V E N D O R	Adair Funeral Homes Inc 1050 N DODGE BLVD TUCSON AZ 85716	Contact: ARTHUR R ADAIR Phone: 520-326-4343 Email: adairfuneralhome@aol.com Terms: 0.00 % Days: 30
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Shipping Method:	Vendor Method
Delivery Type:	
FOB:	FOB Dest, Freight Prepaid
Modification Reason	
This revision increases the annual award amount by \$102,000.00 from \$289,000.00 to \$391,000.00 for a cumulative not-to-exceed contract amount of \$1,197,540.00.	

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



PIMA COUNTY

MASTER AGREEMENT DETAILS

Master Agreement No: 1400000000000000475

MA Version: 10

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Line	Description	Discount	UOM	Unit Price	Stock Code	VPN	MPN
2	A Liner for burial at Pima County Cemetery Only	0.0000 %	EA	\$220.00			
3	A Casket for decedents weighting up to 175 lbs	0.0000 %	EA	\$245.00			
4	A Casket for decedents weighting between 175 to 300 lbs	0.0000 %	EA	\$245.00			
5	A Casket for decedents weighting over 300 lbs	0.0000 %	EA	\$650.00			
6	A Embalming Over 18 months of age	0.0000 %	EA	\$350.00			
7	A Trans from mortuary to the cemetery designated by PCF	0.0000 %	EA	\$50.00			
8	A Trans from mort to cemetery designated by PCF	0.0000 %	EA	\$200.00			
9	Handling Charge Oversized pickup mort cremation transport	0.0000 %	EA	\$250.00			
10	B Liner at PCC under 18 months	0.0000 %	EA	\$100.00			
11	B Casket under 18 months	0.0000 %	EA	\$175.00			
12	B Embalming under 18 months	0.0000 %	EA	\$50.00			
13	B Transport from mortuary to cemetery under 18 months	0.0000 %	EA	\$0.00			
14	B Trans to cemetery over 30 miles under 18 months	0.0000 %	EA	\$200.00			
15	C Visitation at viewing room max of 2 hours	0.0000 %	EA	\$0.00			
16	D Vetern Casket	0.0000 %	EA	\$245.00			
17	D Vetern Embalming	0.0000 %	EA	\$350.00			
18	D Vetern Cremation	0.0000 %	EA	\$695.00			
19	D Vetern Urn	0.0000 %	EA	\$25.00			
20	D Transportation to National Cemetery in Sierra Vista	0.0000 %	EA	\$200.00			



PIMA COUNTY

MASTER AGREEMENT DETAILS

Master Agreement No: 1400000000000000475

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Line	Description					
21	Cremation/cremation unit decedent weighting up to 175 lbs					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$720.00			
22	Cremation/cremation unit decedent weight 175 to 300 lbs					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$820.00			
23	Cremation/cremation unit decedent weight over 300 lbs					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$1,020.00			
25	Cremation/cremation unit full body partially decomposed					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$720.00			
26	Cremation/cremation unit full skeletal more than half					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$720.00			
27	Cremation and unit less than half skeletal remains					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$325.00			
28	Visitation at viewing room max of 2 hours					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$0.00			
29	Urn heavy duty plastic					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$25.00			
30	Transport Placement of Urns in PC Columbarium Monthly Trip					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	TRIP	\$10.00			
31	DO NOT USE					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
32	FREE FORM LINE					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			