



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	November 1, 2020
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Storage of Human Remains and Cremation Services
CONTRACT NUMBER:	2035A
COMMODITY CODE:	952.64
CONTRACT PERIOD:	November 1, 2020 through October 31, 2022
RENEWAL OPTIONS:	Two remaining 2-year renewals through 2026
USER DEPARTMENT:	Sheriff's Office
Contact Name:	Chris Pecci
Phone Number:	804.501.5058
Email Address:	pec033@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	A.W. Bennett Company, Inc.
Address:	3215 Cutshaw Avenue
City, State:	Richmond, VA 23230
Contact Name:	Robert Morehead
Phone Number:	804-869-2201
Email address:	rpmorehead@netzero.com
ORACLE SUPPLIER NUMBER:	58352
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Net 30
DELIVERY:	As Needed and Requested
FOB:	N/A
BUYER: Name:	Jon Creger
Title:	Procurement Analyst I
Phone:	804-501-5664
Email:	cre057@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 2035A

Daily Storage Fee Per Body - \$75.00

Cremation Fee Per Body - \$600.00

Storage Facility Location – 4617 Orville Road, Richmond, VA 23230

A. Specific Requirements

1. The Successful Bidder must be in compliance with all regulations of the Virginia Board of Funeral Directors and Embalmers and the Board of Health.
2. Bidders must be licensed by the Virginia Board of Funeral Directors and Embalmers and are required to provide a copy of their license with their Bid Form.
3. The Successful Bidder shall comply with all provisions of Chapter 28 of Title 54.1 of the Code of Virginia.
4. The Successful Bidder shall maintain adequate storage facilities and shall store bodies in accordance with Virginia Code § 54.1 – 2811.1.
5. Access to the Successful Bidder's facility and to the bodies stored therein must be available 24 hours per day, 7 days per week, 365 days per year.
6. The Successful Bidder shall be responsible for the storage of human remains until notified by the Sheriff's Office of the final disposition.
7. The Successful Bidder shall be required to keep detailed and accurate records of each body delivered, stored, cremated or picked up by another funeral home.
8. The Successful Bidder shall be responsible for completing and filing the death certificate for each individual case and providing a copy to the Sheriff's Office within fourteen (14) days from date of initial storage.
9. The Successful Bidder shall provide cremation services after notification from the Sheriff or Circuit Court approval.
10. Bidder shall provide the name of the primary point of contact and the facility location on the Bid Form. If Bidder will use more than one point of contact or facility location, that information shall also be provided.

B. County Responsibility

1. The body will be delivered by the County's body removal services contractor in a sealed and numbered body bag. Unsealed bags will not be delivered to the Successful Bidder.
2. The County will provide the Successful Bidder a direct point of contact for all issues pertaining to the resulting contract.
3. The County will process payment of all storage and cremation fees incurred and invoiced under the resulting contract.
4. At the termination of the contract, the County shall, within 30 days, remove from the Successful Bidder's facility any bodies stored unless other arrangements have been made. Contracted storage and cremation fees established prior to the contract termination date will remain in effect.

C. Invoicing Requirements.

1. The Successful Bidder shall invoice the Sheriff's Office at the end of each month. The invoice must list the name of each deceased individual stored, the dates the body was in storage for the month, court approved cremation services provided during the month and any other pertinent information to expedite payment of invoice.