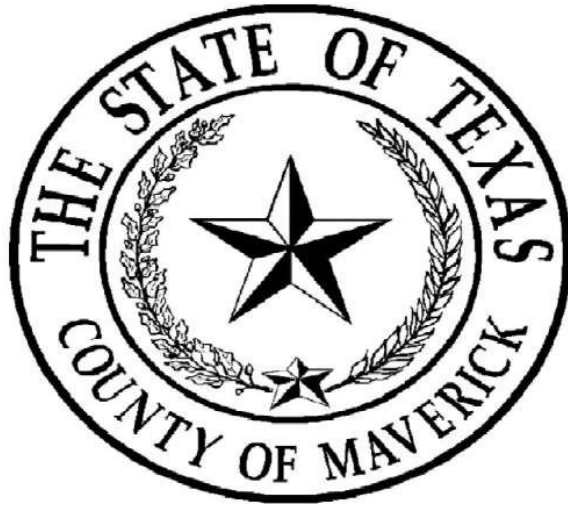


MAVERICK COUNTY



REQUEST FOR PROPOSALS Transportation of Decedents

RFP # FY26-05

Proposal Due Date: May 11th, 2026

MAVERICK COUNTY invites qualified and experienced service providers for funeral services to submit a proposal for “Transport of Decedents”. Please return RFP Original (1) and Two (2) hard copies in a sealed envelope. Be sure that return envelope shows the RFP description “Transport of Decedents”. The response materials must be addressed and delivered to:

Maverick County
Sara Montemayor, County Clerk
500 Quarry Street Suite 2
Eagle Pass, Texas 78852

Proposal shall be marked: “RFP# FY26-05: “Transport of Decedents”

Deadline to submit a proposal is May 11th, 2026 at 2:00 p.m. CST

The Request for Proposals documents may be obtained by contacting the office of the County Auditor, 370 N. Monroe Street, Suite 1, Eagle Pass, Texas 78852. Requests may be made in person, or by telephone, (830) 773-3708, and by e-mailing purchasing@co.maverick.tx.us and asst.purchasing@co.maverick.tx.us and at the County’s website www.co.maverick.tx.us

Maverick County reserves the right to reject any proposal not in compliance with all prescribed public contracting procedures and requirements and may, for good cause, reject any and all proposals upon a finding of the County that it is in the public interest to do so.

Maverick County Transport of Decedents Proposal Instructions

Proposals will be accepted until 2:00 p.m. CST, May 11th, 2026. Each proposal shall include the name of the individual who will serve as the prime contact in responding to questions or finalizing the service specifications.

All responses to the attached request for proposals (RFP) shall be delivered to:

Maverick County's Clerk Office
500 Quarry Street Suite 2,
Eagle Pass, Texas 78852

Requirements and other terms and conditions

PURPOSE – SCOPE OF WORK

Maverick County is seeking responses to this Request for proposals for a service provider to collect decedents within Maverick County and transport to wherever necessary. The selected service provider will work with Maverick County Justice of the Peace/Sheriff Department.

The County seeks a Contractor that will discharge this duty in a respectful manner in strict conformity with all applicable laws of Texas and the rules and regulations of the State. The successful contractor shall comply with all specifications listed in this Request for Proposal.

The County's Justice of the Peace/Sheriff Department will give written authorization to the contractor when a body of an indigent/resident is to be picked up. The contractor shall take possession of the body at any location within Maverick County and transport the body to the medical examiner's facility if necessary.

The Contractor will provide the following services, but not limited to:

1. The County is seeking the transportation of Maverick County decedents from their place of death to the Medical Examiner's Office, or to such other location(s) as is necessary for determining the means or manner of death.
2. Transporters shall provide all labor, transportation, and equipment required to secure and transport a decedent's body as called for by the County Justice of the Peace/Sheriff Dept. Pick-ups may be from hospitals, residential areas, highways, roadways, canals, and other locations within Maverick County.
3. County requirements for transporting decedents are outlined below. Due to the time-sensitive nature of these services, County may enter into contracts with multiple transporters
4. Transporters shall be able to transport on a 24 hour/7days per. week schedule, 365 days per year.
5. Transporters shall only use vehicles which are suitable for these transportation services.
6. Transporters must have two (2) reliable, dedicated contact phone numbers available 24 hours per day, 7 days per week, 365 days per year.
7. Transporters shall handle calls received from the County Justice of the Peace as a first priority. Contractor must respond to calls, text messages or e-mails within ten minutes. Contractor should arrive at the scene of death no more than one hour after receiving the case.
8. Transporters shall notify the County Justice of the Peace if an unforeseen circumstance arises which will prevent the Transporter from timely providing transportation services. In this case another service provider may be contacted.
9. Invoicing must include the following:
 - a. Correct full name (if known), date of birth, and date of death of the deceased individual
 - b. For deceased individuals whose identity is unknown, invoice must include gender and date of or approximate date of death

- c. Invoices are to contain a copy of the signed Justice of the Peace Inquest form; authorization for autopsy and/or DNA testing (if needed), and release of decedent.
 - d. Date of services and address /location where the decedent was picked up
 - e. Itemized cost of services
10. Transporters will receive calls from County Justice of the Peace.
 11. Transporters shall pick-up decedent(s) within the allotted time and transport directly to the Medical Examiner's Office (or any other designated location) without delay or unnecessary stops, unless an emergency arises.
 12. Transporters-must comply with all applicable laws, rules, regulations, policies, and procedures while handling and transporting a decedent
 13. Contractor shall immediately notify Maverick County of any vehicle accident which takes place during transport, regardless of how minor and regardless of whether other vehicles were involved, and of any other adverse incident which occurs in connection with Agreement services. Notification shall be made to the County Sheriff's Department and/or Justice of the Peace investigating the case. A detailed written report shall be promptly provided upon the request of County Justice of the Peace/Sheriff's Department.
 14. All decedents must be fingerprinted.

QUALIFICATIONS

By submitting and signing this proposal, Contractor expressly affirms and certifies that it

- a) Is a duly qualified, capable, and otherwise bondable business entity
- b) Is able and capable of performing its duties as described in this RFP through its own resources
- c) Is normally engaged in this type of business; and
- d) Is familiar with and will abide by all laws, regulations, and customs applicable to this type of service.

BASIS FOR SELECTION

Only proposals meeting minimum qualifications will be evaluated.

- * Maverick County will evaluate proposals based on, but not limited to, the following criteria:
 - Qualifications
 - Experience
 - Capacity to Perform
- * Maverick County reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interest of the County.

SPECIAL PROVISIONS

Waiver by Responding Contractors (“Respondent” or “Respondents”): BY SUBMITTING A STATEMENT OF QUALIFICATIONS AND/OR A PROPOSAL (INDIVIDUALLY AND COLLECTIVELY REFERRED TO AS “RESPONSE”), THE RESPONDENT AGREES TO AND HEREBY WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST MAVERICK COUNTY AND ITS TRUSTEES, EMPLOYEES, COMMISSIONERS, COMMITTEE MEMBERS, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY RESPONSE; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, THE RFQ, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY RESPONSE OR ANY PART OF ANY RESPONSE; (4) WAIVER BY MAVERICK COUNTY OF ANY TECHNICALITIES IN THE RFQ PACKAGE OR ANY RESPONSE; (5) WAIVER OR CHANGE IN ANY NON-MATERIAL PROVISION OF THE RFQ SOLICITATION PACKAGE OR MATERIALS THAT DO NOT ADVERSLEY AND SPECIFICALLY AFFECT THE PERVIOUSLY SUBMITTED RESPONSE; AND/OR (6) THE AWARD OF A CONTRACT, IF ANY.

The submission of a response to this RFP is an offer by the Respondent to participate in further processes of response, evaluation, and selection only and does not constitute a contract. There will be no contractual obligations on the part of the County to any Respondent, nor will any Respondent have any property interest or other right in the contract unless and until all terms of the contract have been agreed upon by the County including, without limitation, the cost of the services; all provisions of the contract have been negotiated to the satisfaction of the County; the contract is unconditionally signed by the County and the selected Respondent; the contract is delivered by all parties; and all conditions to be fulfilled by the Respondent prior to contracting have either been fulfilled by the Respondent or waived in the writing by the County.

Note: Texas Public Information Act: During the course of the selection process, the responses submitted by Respondents are exempt from disclosure to the public under the Texas Public Information Act. However, upon the award of the contract, if any, or the rejection of the responses, the responses and all information submitted to the County will become a public record; and therefore, subject to disclosure to any person who makes a proper request for review of the documents. Some of the information you may provide in your response may contain commercial or financial information which is privileged or confidential by statute, or which you feel may cause substantial competitive harm to your business if disclosed by the County to a third-party even after the award. You may be entitled to protect this information at the time the request is made for disclosure; however, you will need to consult your legal counsel to assure that this kind of information, if included in your response, is properly marked as confidential prior to submission. Wholesale marking of your entire proposal “Confidential” or “Proprietary” will not be effective.”

Transportation of Decedents

RFP # FY26-05

PROPOSAL FORM

1. Submit all proposals in compliance with this Request for Proposals. Fill in blanks. The County reserves the right to reject incomplete bid forms.

2. Name and address of Proposer:

3. Base Bid/Proposal: The proposer offers to perform all of the Work required by RFP information for the amount of: (Fill in amount in words and numbers), per decedent

\$ _____

\$ _____.

4. By submitting this bid form, the Proposer certifies that he/she has visited the project site, is aware of existing conditions which affect the work, and has reviewed the request for proposals documents.

5. Signed and sealed (enter date, Proposer's signature, and legal business name and address)

Date: _____

Name: _____

Business Name: _____

Business Address: _____

Contact Information: _____

Signature: _____

Attachment A

RFP Title _____ Proposer _____

REFERENCES

Please list at least three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Project.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Email address: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Email address: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Email address: _____

Contract Period: _____ Scope of Work: _____

DISCLOSURE OF CONFLICT OF INTEREST

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Maverick County (“the County”) to disclose in the Conflict of Interest Questionnaire (“the CIQ”) , see attachment, the vendor, person, consultant or contractor’s affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Maverick County Clerk’s Office no later than the seventh business day after the Legal Notice date the person becomes aware of facts that require that statement to be filed.

The disclosure requirement applies to a person or business that contracts or seeks to contract with Maverick County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful participant fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Maverick County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please send completed forms to the Maverick County Clerk’s Office located at 500 Quarry Street, Suite 2, Eagle Pass, Texas 78852, and attach a copy to your response.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2

Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6

Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

DISCLOSURE OF INTERESTED PARTIES

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of The Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

Steps to complete Form 1295:

1. Click this link <https://www.ethics.state.tx.us/File/>
2. See this video for Logging in the first time as Business user.

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

See this video for How to complete Form 1295 online.

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>