



# *County of Jefferson*

## State of Missouri

Administration Center  
729 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Ken Waller

County Executive

### DEPARTMENT OF ADMINISTRATIVE SERVICES

**David Courtway - Director**

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

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Human Resources Manager  
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## ADDENDUM 2

June 11, 2012

Re: Bid – BURIAL SERVICES 2012

The County of Jefferson, Missouri would like to thank you for your time and interest through our bid process.

A Second Addendum has been made to the Burial Services 2012.

Enclosed please find the revised page 12 for your reference.

Please acknowledge the revision on the Bid Specifications on page 12 of the Burial Services 2012.

If you would like to review the original Invitation for Bid Packet, please visit our website [www.jeffcomo.org](http://www.jeffcomo.org), located under the services link.

We will keep you on our current vendor list and hope to hear from your company for future bid opportunities.

Vickie S. Pratt  
Office of Contracts and Grants  
(636) 797-5382

## **SPECIFICATIONS**

The County requests bids on Burial Services for indigent persons within the County.

(A) Upon notification by the Director of Administration or County Executive, the successful bidder will promptly recover the body and deliver the body to the successful bidder's location.

(B) The body will be prepared for burial in accordance with State Law.

(C) The successful bidder will notify the County's Public Works Department 48 hours before delivery to the County's burial site. The County Public Works Department will prepare a burial plot. The successful bidder will deliver the body to the designated site and assist the Public Works Department in marking the grave. The Public Works Department will cover over the grave.

Approximately five indigent persons are buried annually in the County.

The County's burial sites are:

- (1) Hillsboro Cemetery, Hillsboro, MO
- (2) Neely's Cemetery, Jefferson County Highway Y and Tinhouse Road, Hillsboro, MO
- (3) Jefferson Barracks National Cemetery

The majority of indigent burials require that the body is recovered within the limits of Jefferson County. There may be occasions when the body must be recovered from an adjoining County.

The County wishes to memorialize these citizens in a dignified manner either by installing a small date of death marker on a standard group memorial or in any similar manner offered by the bidder. The bidder will attach a description of each service that includes the following:

(A) Response times for body recovery and delivery to the burial site.

(B) A description of burial boxes or container that will be used. Travel time must be included in the bid price.

(C) The method of memorializing should be described and should be included in bid prices.

DESCRIPTION	BURIAL	COST
Transportation to the morgue		
Storage fee		
Burial – removal from morgue		
Death Certificate (prepare & file)		
Transportation to cemetery		
Cloth covered composition board casket with metal handles		
Removal from place of death		
Placing remains in suitable burial container		
Transportation to cemetery		
Overseeing burial		
Filing of Missouri Death Certificate		
Embalming		
Dressing		
Concrete grave liner		
Cremation		
Additional Charges (please specify)		

**Companies bidding these services must be a licensed Missouri funeral establishment and have a Jefferson County Merchants license.**