

AUG 24 2010

**ADDENDUM #3**

**TO THE**

**BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA**

**AGREEMENT  
FOR**

**BODY REMOVAL AND TRANSPORTATION SERVICES**

**THIS ADDENDUM NUMBER ONE TO AGREEMENT NO. 07- 4999RS**, is made and entered into by and between the **COUNTY OF MANATEE**, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the "County," with mailing address at 1112 Manatee Avenue West, Bradenton, Florida 34205, and Brasota Mortuary Transfer Inc., a Florida Corporation, with a mailing address at 509 15<sup>th</sup> Avenue West, Palmetto, FL 34221, hereinafter referred to as the "Contractor".

**WHEREAS**, on July 24, 2007, the parties hereto entered into an Agreement for the purpose of the Contractor providing removal and transport of deceased bodies, when necessary, throughout Manatee County, hereafter referred to as "the Agreement," and

**WHEREAS**, pursuant to Article 4 of the Agreement, the Agreement shall remain in effect for a period of one (1) year but may be renewed for FOUR (4) additional periods, each of one (1) year; and

**WHEREAS**, the County has determined a need for the services beyond the one (1) year period ending at midnight September 30, 2010.

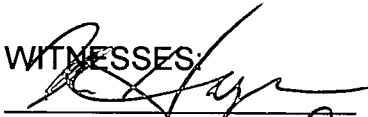
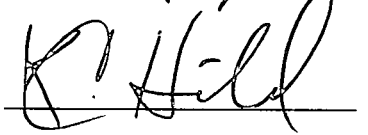
**NOW THEREFORE**, for and in consideration of the mutual benefits to be derived, the parties hereto agree as follows:

1. The duration of the Agreement shall be extended by one (1) year, commencing October 1, 2010 and ending at midnight September 30, 2011.
2. The fees for this Addendum #3 shall remain unchanged and as shown in the original Agreement, all other terms and conditions of the Agreement shall remain in full force and effect during the term of this Addendum#3.


The parties hereto have caused this Addendum # 3 to Agreement for Body Removal and transportation Services to be fully executed, in duplicate, by their authorized representatives.

Brasota Mortuary Transfer, Inc.  
509 15<sup>th</sup> Avenue West  
Palmetto, Florida, 34221

WITNESSES:

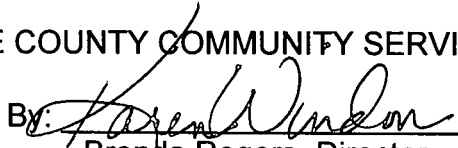
  


By:

  
Susan E. Hague, PRESIDENT  
Print name & title of above signer

RECOMMENDED BY MANATEE COUNTY COMMUNITY SERVICES DEPARTMENT

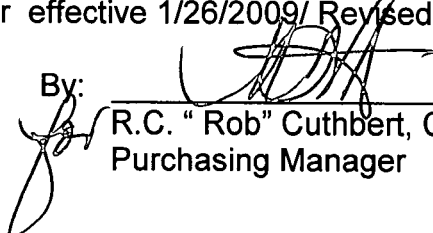
By:

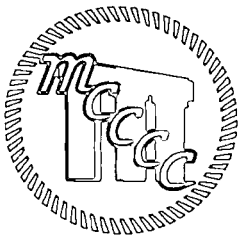
  
Brenda Rogers, Director

**COUNTY OF MANATEE, FLORIDA**

Authority to execute this contract per Manatee County Code , Chapter 2-26, and per the delegation by the County Administrator effective 1/26/2009/ Revised 8/10/09.

By:

  
R.C. "Rob" Cuthbert, C.P.M., CPPO  
Purchasing Manager



**Manatee County**

**R.B. "Chips" Shore**

**Clerk of the Circuit Court and Comptroller**

P.O. Box 25400 • Bradenton, Florida 34206 • (941) 749-1800 • FAX (941) 741-4082 • [www.manateeclerk.com](http://www.manateeclerk.com)

August 25, 2010

**TO:** Brasota Mortuary Transfer, Inc.  
Attention: Susan E. Hague, President  
509 15th Avenue West  
Palmetto, Florida 34221

**FROM:** Clerk of Circuit Court  
Board Records Department  
Robin Liberty *(Signature)*  
P. O. Box 25400  
Bradenton, FL 34206

**RE:** **Body Removal and Transport Services:**  
Addendum 3 **extending** the agreement for one year (10/1/10 – 9/30/11).

**Accepted:** In open session by the Manatee County Board of  
County Commissioners on August 24, 2010.

RBS:RLL

Enclosure

cc: Board Records  
Mary Pendleton Brown, Community Services Dept. (email)  
Blair C. Getz, Purchasing (email)

**"Pride in Service with a Vision to the Future"**

Clerk of Circuit and County Court - Clerk of Board of County Commissioners - County Comptroller, Auditor and Recorder

# MEMORANDUM



FINANCIAL MANAGEMENT  
DEPARTMENT  
Purchasing Division  
1112 Manatee Avenue West  
Bradenton, FL 34205

MANATEE COUNTY  
FLORIDA

Phone: 941.749.3074  
Fax: 941.749.3034  
[deborah.carey-reed@mymanatee.org](mailto:deborah.carey-reed@mymanatee.org)

To: Susan Romine, Supervisor  
Board Records

From: Blair C. Getz  
Purchasing Office

AUG 12 2010

BOARD RECORDS

Date: August 12, 2010

Subject: Addendum #3 to the Agreement for Body Removal and Transport Services

Please accept into record the enclosed executed Addendum #3 with Brasota Mortuary Transfer, Palmetto, FL to extend the Agreement for Body Removal and Transport Services for a period of one (1) year beginning October 1, 2010 and ending September 30, 2011 in accordance with the provisions of the Agreement. This executed Agreement, is as authorized by Manatee County Code, Chapter 2-26, and per the delegation by the County Administrator effective 1/26/2009 and revised 8/10/09.

Instructions to Board Records:

Originals to: Board Records and  
Brasota Mortuary Transfer, Inc.  
509 15<sup>th</sup> Avenue West  
Palmetto, Florida 34221  
Attn: Susan E. Hague, President

✓ 8/25/10, RA ACCEPTED IN OPEN SESSION

AUG 24 2010

BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA


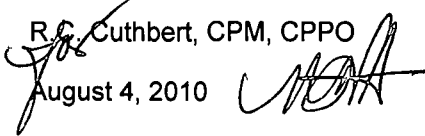

Recording confirmation to: Mary Pendelton Brown, Fiscal Services Mgr., Community Services Dept.  
Blair C. Getz, Purchasing Division.

Thank you and should you have any questions, please do call me at Ext. 3053.

Attachments to Board Records only:

- 1) Source Selection Dated August 4, 2010
- 2) Two (2) Original Addendum #3 Agreements

# MANATEE COUNTY GOVERNMENT SOURCE SELECTION

<b>SUBJECT</b>	Addendum #3 to the Agreement for Body Removal and Transport Services	<b>DATE POSTED</b>	August 4, 2010 
<b>PURCHASING REPRESENTATIVE</b>	Blair C. Getz, (941)749-3053	<b>DATE CONTRACT SHALL BE AWARDED</b>	August 12, 2010
<b>DEPARTMENT</b>	Financial Management, Purchasing Division	<b>CONSEQUENCES IF DEFERRED</b>	Delay in removal of bodies
<b>SOURCE RECOMMENDATION</b>	Request for Proposals #07-4999RS	<b>AUTHORIZED BY</b>	R.C. Cuthbert, CPM, CPPO 
		<b>DATE</b>	August 4, 2010 

## ACTION DESIRED

Authorization for Purchasing Manager to execute Addendum #3 to extend the Agreement for Body Removal and Transport Services for a period of one (1) year beginning October 1, 2010 and ending September 30, 2011 with Brasota Mortuary Transfer, Palmetto, Florida, in accordance with the provisions of the Agreement.

## ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Manatee County Purchasing ordinance Chapter 2-26; Article IV, Source Selection; Section 2-26-40, Policies

## BACKGROUND/DISCUSSION

- Addendum #3 provides for the continued services of a professional mortuary transfer company to transport deceased bodies, as required, from points within Manatee County to the Medical Examiner's office. Agreement contains a cap of \$400,000 per year and contains a renewal clause for yearly renewals of four (4) additional years through September 30, 2012.
- Funding Source: General Revenue
- Background / Discussion continued on Page 2.

## SUMMARY

### RESULTS

Authorization to extend the Agreement for an additional year, This Agreement has one (1) more extensions available after the expiration of addendum #3.

### ATTACHMENTS: (List in order as attached)

Agreement (2) Originals

### INSTRUCTIONS TO BOARD RECORDS:

Original to Board Records, Brasota Mortuary Transfer, Inc., 509 15<sup>th</sup> Avenue W, Palmetto, FL 34221. Signature page copy to Blair C. Getz/Purchasing and Mary Pendleton Brown/Community Services Department.

### COST

No Fee Change:  
Not to Exceed \$175,000.00  
Annually

### SOURCE (ACCT# & NAME)

0010015307-Medical Examiner Transport

### COMMENTS

N/A

### AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT)

N/A

- On July 24, 2007 the BCC approved an Agreement for Body Transport within Manatee County to the Medical Examiner's office.
- On October 9, 2007 Amendment One, was presented to and approved by the BCC at the request of the Community Services Department to accomplish the following:
  1. Adding definitions for a "Call", "Removal and Transport", "Wait times", and a "Scene", will clarify the performance that is expected of the Contractor.
  2. It is more advantageous to the County to pay for the time that Brasota Mortuary Transfer (Brasota) spends at the scene waiting for governmental authority to remove the body, than paying for two visits to the scene in which Brasota may leave and return.
  3. The Community Services Department has requested that the Agreement be extended to September 30, 2008, matching the County's fiscal year cycle.
- Addendum #3 extended the agreement for one year from the day following the Addendum #2 expiration date. The FEE RATES found in the original Agreement shall remain unchanged for this Addendum #3. The firms named in this contract has agreed to engage in a twelve (12) month renewal at the same fees, terms and conditions as the original Agreement.
- All other terms and conditions of the Agreement remain the same.
- This Agreement is managed by the Community Services Department.

**To:** blair.getz@mymanatee.org; mary.pendletonbrown@manatee.org

**Subject:** BCC 8/24 Clerk's Consent - Addendum 3 w/Brasota Mortuary Transfer

**Attachments:** BC20100824DOCC24.PDF

Attached is the stamped approved agenda memorandum, approved by the BCC on 8/24/10.

Robin Liberty  
Clerk of Circuit Court  
Board Records Dept.  
(941) 749-1800, Ext. 4178  
FAX: (941) 741-4089  
robin.liberty@manateeclerk.com