



ROANOKE COUNTY

Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800

Roanoke, Virginia 24018-0798

TEL: (540) 772-2061 FAX: (540) 772-2074

November 30, 2020

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERORS:

Reference – IFB 2021-002

Description: Fatality Management Services

Issue Date: November 24, 2020

Proposal Due: December 11, 2020

The above Project is hereby changed as addressed below:

1. Responses to Vendor Questions—Please see below for questions submitted by interested vendors, and the responses issued by Roanoke County as we are able.

- a. How will we determine the difference between an unclaimed body and an indigent case? (Ex: in cases where the decedent has family, but they choose not to claim the body.)

The County Attorney's Office will coordinate with the funeral home, and will follow procedures to petition the circuit court for an order for disposition of the unclaimed body. The case will be handled as an unclaimed body if it falls under the definition of an "unclaimed body" as defined by the Virginia Code. This determination will be made by the County Attorney's office, and the funeral home notified accordingly.

- b. Who will provide the research that will give us the accurate information we need in order to file a death certificate? Will the funeral home be liable for any legal fees to make corrections to completed and filed death certificates?

The information gathered by the Roanoke County Police Department, during the investigation, may be used in filing the death certificate. The funeral home will not be liable for any corrections necessary due to information gathered by the RCPD.

- c. Will Roanoke County follow their current procedure for having a court order prepared by a county attorney so that the County Sheriff would be the individual signing the authorization for cremation?

Cases will be investigated by the Roanoke County Police Department, and the petition and follow up transaction will be handled by the County Attorney's Office.

- d. If so, how long would you expect the Roanoke County Police Department to need to complete their investigation, and for the county attorney to prepare the necessary paperwork so that the Judge could authorize the sheriff to sign for the cremation? It is hard to give an accurate quote on storage/refrigeration without knowing this information.

The County cannot at this time provide a distinct time frame, as the process can vary in length to a great degree. The price form of IFB 2021-002 requests a storage/refrigeration fee per day. This daily fee structure should allow bidders to provide an accurate quote regardless of the time frame.

- e. Once the cremation is complete, how long will you require us to store the cremated remains? If during this period a family member wishes to claim the cremated remains, what is the procedure to be followed? Are we liable for releasing cremated remains to an individual who should not receive them?

The County would be happy to sign paperwork designating a family or close friend of the decedent to dispose of cremated remains. If none is available or interested, we would ask the funeral home to dispose of the cremated remains. If there is a fee involved for this disposal, bidders should indicate such on the 'disposal of ashes' line item of the price form.

Clarification: The storage cost per day outlined on the price form of IFB 2021-002 is intended to cover the cost of refrigerated storage of the body prior to cremation. There is no requirement for the funeral home to store the cremated remains, and therefore no line item for such on the price form.

- f. After the storage period is complete, where would we scatter/dispose of the cremated remains? On County property?

The County would ask that funeral homes work with the designated County officials in determining a respectful and dignified area to dispose of the cremated remains.

- g. If a family member does not claim the body, and later wants to claim the cremated remains, what is the procedure to be followed? Will they reimburse the County for cremation expense?

Once the circuit court deems the body an "unclaimed body" as defined by Virginia Code, the County takes all steps to respect the wishes of any family or close friends of the decedent. The situation outlined above would be addressed by the County on a case by case basis according to Virginia Code.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to

your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,

Kate Hoyt

Phone: (540) 283-8149

KHoyt@roanokecountyva.gov

Sign Name:

Print Name:

Name of Firm:

Date: