



Legislation Text

File #: 16-0138, **Version:** 1

Community Development Agency, Administration and Finance Division, recommending the Board approve and authorize the Chair to sign Agreement for Services 381-S1611 with Dario Mancio for Burial and Maintenance Services at County-operated cemeteries for a three-year term and a total not-to-exceed amount of \$150,000.

FUNDING: Placerville Union Cemetery Special Revenue Fund, Georgetown Cemetery Zone of Benefit #3 Special Revenue Fund and General Fund.

DEPARTMENT RECOMMENDATION

Community Development Agency, Administration and Finance Division (CDA), recommending the Board approve and authorize the Chair to sign Agreement for Services #381-S1611 with Dario Mancio for on-call burial and maintenance services at County-operated Cemeteries, which will be procured through written work orders, for a three-year term and a not-to-exceed amount of \$150,000.00.

DISCUSSION / BACKGROUND

The County performs interments, disinterments, maintenance, and repairs at eighteen cemeteries as required by State Health and Safety Codes and the County's Cemeteries Ordinance. These services are regulated by two management and operations plans: Management and Operations Plan for County-Owned/Operated Cemeteries and the Georgetown Cemetery Zone of Benefit #3 Management and Operations Plan.

The acquisition of the Placerville Union Cemetery, the addition of the Georgia Slide Cemetery in Georgetown, and the opening of the Renke Annex at the Georgetown Pioneer Cemetery increased the need for providing burial services, as well as performing maintenance and repairs to cemetery structures, fixtures and installations. The County has contracted with outside vendors for burial, maintenance, and repair services for more than twenty years.

The County procures burial services because it does not have sufficient resources to perform these services in a timely manner. The job specification for the Grounds Maintenance Worker series of classifications includes language that the employees "may assist at burial[s] in County cemetery." The Facilities Division of the Chief Administrative Office does not possess staffing resources sufficient to meet the demands for burials with its existing allocations. Additionally, in order for the County to perform its own burials, a representative from Cemetery Administration would need to be present to process interment permits. Currently, only 0.8 full-time equivalent (FTE) is assigned to Cemetery Administration, and this sole part-time employee would not be able to arrange and attend all burials within County cemeteries. The urgency with which burial needs must be addressed further complicates staff's ability to deliver this service to the community in an acceptable manner. Nonetheless, notification of the proposed contract was provided to the affected County labor bargaining unit; no protest was received following notification.

The Procurement & Contracts Division of the Chief Administrative Office conducted a Request for

Proposals (RFP) process in January 2016 to invite firms to submit proposals to perform burial and maintenance services at County-operated cemeteries but did not receive any responses. The County has contracted with Dario Mancio in the past to successfully perform the required services.

ALTERNATIVES

On behalf of the CDA, the Procurement & Contracts Division of the Chief Administrative Office could conduct another RFP process, although it is unlikely to yield any responses. Additionally, the Board could direct staff to prepare a proposal for augmenting staffing levels in order to perform the required services.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel, Risk Management, and the Procurement & Contracts Division of the Chief Administrative Office

CAO RECOMMENDATION

Chief Administrative Office concurs with staff's recommendations.

FINANCIAL IMPACT

There is no increase to Net County Costs associated with the requested action. The not-to-exceed amount of the proposed Agreement is \$150,000.00. Funding for as-needed burial, maintenance, and repair services will be provided by:

- Placerville Union Cemetery Special Revenue Fund when these services are required at the Placerville Union Cemetery.
- Georgetown Cemetery Zone of Benefit #3 Special Revenue Fund when these services are required at the Georgetown Pioneer Cemetery, the Renke Annex to the Georgetown Pioneer Cemetery, and the Georgia Slide Cemetery.
- General Fund for all other County-operated cemeteries.

For Fiscal Year 2015/2016 the CDA budgeted \$16,950 in the Placerville Union Special Revenue Fund, \$10,000 in the Georgetown Cemetery Zone of Benefit #3 Special Revenue Fund, and \$5,500 in the General Fund for contracted burial, maintenance, and repair services. Appropriations for these services will be included in future proposed budgets. Costs associated with burial services are fully recovered through fees set by resolution of the Board.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) originals of Agreement for Services #381-S1611.
- 2) The Clerk of the Board will return one (1) fully executed original of Agreement for Services #381-S1611 to CDA, Administration and Finance Division, for transmittal to the Contractor.

STRATEGIC PLAN COMPONENT

Good Governance, Public Safety

CONTACT

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