

ROUTE SLIP FOR CONTRACTS, AGREEMENTS, AND MOU'S

FOR PURCHASING USE ONLY



Tracking#

Contract#

Actual BOC Date:

FOR USE BY THE USER DEPARTMENT

Department: Coroner Contact Name & Extension: George W. Levett Jr.-ext. 7390

Project Title and Brief Summary: Coroner Transport-Removal Service

Term of Contract and/or Project: One (1) Year with option to renew three (3) additional years

Vendor Name: G.L.Levett Removal Service Contact/Email: Grote L. Levett-Owner

Address/Phone#: 1299 Milstead Ave, Conyers GA 30012 (404) 569-4443

Contract \$ 5,400.00 Funding Source and Account Number #: 100-3700-521300-33

Priority: NEXTBOCKMTG / 30 / 60 / 90 (Choose One) Comments/Justify NEXTBOCKMTG:

Current Contract ends 12-31-2016 - Need apprvd. for 1-1-2017

Director/Elected Official Signature: *George Levett Jr.* Date: 10/24/2016

FOR USE BY PURCHASING AND CONTRACTING DIVISION OF FINANCE

Date and Time Received: 10/24/16 Date and Time: 10/25/16

ITB RFP Agreement/Contract Change Order No GSA/SWC

Approved Sole Source Other (specify): _____

Projected BOC Meeting Date: _____

Comments/Notes: _____

Procurement Officer Signature: *Jana Malone*

FOR USE BY THE DIRECTOR OR FINANCE

Date and Time Received: 10.25.16 Date and Time Out: 11.3.16

Funding Source: GF Budget Amount: \$5400

Finance Officer Signature: *J. Miller* Same amount

FOR USE BY COUNTY ATTORNEY

Date and Time Received: 10/25/16 Date and Time Out: _____

Returned to Purchasing with comments

Comments: _____

Received from reroute (if applicable):

Approved as to form and Returned to Purchasing Date and Time Out: 10/25/16

County Attorney Signature: _____

FOR USE BY THE CHIEF OF STAFF

Date and Time Received: 11/8/16 Date and Time Out: _____

Approved for Agenda Placement and Forwarded to County Clerk Agenda Date: _____

Comments/Notes: _____

Chief of Staff Signature: *Derrick Sanders*

2016-382



Rockdale County Board of Commissioners

Priority:
RUSH/30

Agenda Item Summary: Item

MEETING DATE:

Requesting Department
Rockdale County Coroner

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*
Contract Renewal

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*
One year renewal begins 2017 with option to renew three additional years (term of Coroner)

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board of Commissioners Focus Area or Goal)*
 Yes No

Summary & Background *(First sentence includes Department recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Coroner Transport- Removal Service Contract Renewal for one (1) year with three (3) yr option to renew.

Fiscal Impact / Funding Source *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*
\$5,400.00 100-3700-521300-33

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*
Approval documents attached

Source of Additional Information *(Type Name, Title, Department and Phone)*
George W. Levett, Jr.-Coroner ext. 7390

Department Head/Director's Approval

Typed Name and Title
George W. Levett, Jr. - Coroner

Phone
770-278-7390

Signature

Date
10-24-2016

Chief of Staff
Approval

PROFESSIONAL SERVICES AGREEMENT BETWEEN

THIS PROFESSIONAL SERVICES AGREEMENT (the "Agreement") entered into on this ____ day of _____, 2016, between G.L. LEVETT REMOVAL SERVICE, having its principal place of business at 1299 Milstead Avenue, Conyers, Georgia 30012 (hereinafter referred to as "Levett") and ROCKDALE COUNTY, GEORGIA, a political subdivision of the State of Georgia, having an office and place of business at 962 Milstead Avenue, Conyers, Georgia 30012 (hereinafter referred to as "County"); and

WHEREAS, the County desires to engage the services of Levett to perform body transport services as required by the Rockdale County Coroner; and

WHEREAS, Levett is qualified to perform this service and desires to render professional service to the County as provided herein.

NOW THEREFORE, the County engages the services of Levett for and in consideration of the mutual promises contained in the Agreement and the parties agree as follows:

1.

Levett shall provide body transport services to the County when authorized and requested by the Coroner of Rockdale County or his designee. This transport service shall include transport to the County designated morgue and additional services as required and directed by the Coroner or his designee. Generally, the expected response time should be within a 45 minutes timeframe from point of notification. Levett shall provide, at their expense, the equipment necessary to perform this service, with the exception of body bags, which shall be provided by the County. This service shall be performed at the direction of the Coroner and consistent with all Federal, State and Local laws.

2.

Levett shall upon approval of the Coroner or his designee transport the bodies as directed and approved by the Coroner or his designee prior to transport.

3.

Levett shall maintain valid statutory workers' compensation insurance on employees authorized to transport and show proof of professional liability insurance as the transporter as stated in paragraph 4.

4.

Grote Levett and his designated personnel are authorized to transport on behalf of Levett to provide services to the County as provided in paragraph 1 of the Agreement. Grote Levett and his designated personnel shall maintain a valid Georgia Driver's License. Levett personnel acting in the capacity of Coroner transporters are authorized to wear clothing identifying them as Coroner personnel.

5.

The County shall pay to Levett the total fee of Five Thousand Four Hundred (\$5,400.00) Dollars for the services provided under this Agreement. The fee shall be paid in monthly installments of \$450.00 per month, with the first installment being due following the execution of this Agreement by both parties.

6.

This Agreement shall become effective on January 1, 2017 and shall continue in effect until December 31, 2017, unless terminated by either party as provided in paragraph 7. This Agreement has three (3) one year options to renew, renewable each year for a twelve month period.

7.

In the event either party elects to terminate this Agreement for whatever reason deemed appropriate, the party terminating this Agreement shall provide thirty days (30) written notice of termination to the other party. Upon such termination, Levett shall be entitled to collect only the outstanding fees incurred based upon the work completed as of the day of termination. In the event of termination, Levett shall submit a final billing through the date of termination and if accepted by the County, payment shall be made within ten (10) days of receipt thereof.

8.

In performing the services hereunder, Levett shall be acting as an independent contractor and not as an employee of the County.

9.

This Agreement contains the entire Agreement between Levett and the County regarding the services to be performed.

IN WITNESS WHEREOF, The County and Levett have executed this Agreement by their duly authorized representatives in one or more counterparts, each of which shall constitute an original, on the dates set forth below.

Approved this ____ day of _____, 2016.

G.L. Levett Removal Service

Rockdale County, Georgia
Board of Commissioners

By: _____
Grote L. Levett, Owner

Richard A. Oden, Chairman

Attest:

Jennifer Rutledge, County Clerk

Approved as to form:

M. Qader A. Baig, County Attorney

