

# Ellisville State School



*Dr. Rinsey McSwain*  
Director

1101 Highway 11 South  
Ellisville, Mississippi 39437-4444

Phone: (601) 477-9384  
Fax: (601) 477-5700

## Contractor Quote Sheet

Ellisville State School seeks to contract for certain professional services through a competitive bid process. Use of this form for submission of a competitive bid constitutes acceptance of the terms of the contract to be awarded.

Attachment "A" should be used for reference for scope of services, and will be made part of the awarded contract.

The contract for services shall be for one (1) twelve (12) month period from July 01, 2024 through June 30, 2025, with an option to renew the contract for up to four (4) one (1) year periods at the discretion of the Agency. The successful bidder agrees to the price or rate of pay quoted on this form.

The successful bidder must provide a Certificate of Insurance (COI) naming Ellisville State School as an additional named insured for the statutory minimum amount of coverage for the State of Mississippi: \$1,000,000.00 for General Liability.

In competitive bid process, a contract shall be awarded based solely on price (or rate) to the most responsive and responsible bidder. Reference attached Attachment "A" for nature and scope of services.

All bids may be submitted on this quote sheet to: Heather Rozar-Abney, Procurement Officer: Ellisville State School; 1101 Highway 11 South, Ellisville, MS 39437; Heather.Rozarabney@ess.ms.gov; 601-477-5615.

Bids may be submitted via hand delivery, USPS, or electronically to the above email address. Bids will be accepted between the hours of 9:00 am and 4:30 pm Monday through Friday, Deadline for quote submission is **May 1, 2024**.

\_\_\_\_\_  
**PRICE PER UNIT AS APPLICABLE (including mileage**  
And services as stated in the scope of services)

\_\_\_\_\_  
**Additional Charges (Explain)**

\_\_\_\_\_  
**NAME OF FIRM/COMPANY**

\_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE (Print)**

\_\_\_\_\_  
**ADDRESS (TO INCLUDE CITY/STATE/ZIP)**

\_\_\_\_\_  
**PHONE NUMBER**

\_\_\_\_\_  
**EMAIL ADDRESS**

\_\_\_\_\_  
**AUTHORIZED REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
**DATE**

**Attachment "A"**  
**Scope of Services**

- A. Provide pick-up of the body at the site of death.
- B. Provide embalming services.
- C. Provide services of funeral director and staff.
- D. Provide other services/equipment, such as tent, grass, and chairs as needed. Tent and equipment provided prior to service. Grave will be pumped free of charge of any standing water.
- E. Provide a casket. Should an oversized casket be required, there will be an additional charge as follows: 20 gauge non-seal, \$\_\_\_\_\_.
- F. Provide any other services or merchandise as deemed appropriate for conducting the funeral and burial services.
- G. The normal date of funeral service will be established by mutual agreement.
- H. In the event that the deceased has a burial policy, but the policy is not sufficient to cover the cost of the funeral, the Agency agrees to pay the difference up to the maximum set forth in this contract. In the event that the deceased has a burial policy, and policy is over the agreed amount of the contract, the Contractor agrees to refund the overage to the deceased's beneficiary.