

State of Delaware

Division of Social Services

HSS 13 039

Request for Information: Cemetery Monuments HSS

Key Dates

Release Date: April 29, 2013

Response Date: May 30, 2013

Purpose

The purpose of this Request For Information (RFI) is to provide the Division of Social Services (DSS) with options for engraving and installing cemetery monuments in three (3) Potter's Field cemeteries in the State of Delaware. DSS invites vendors to submit their capabilities and interests relative to this RFI. DSS may reference this material as indicative of industry capabilities and in the event DSS issues a Request for Proposal (RFP), DSS may use this material to facilitate the development of the RFP or the establishment of standards and policies.

Background

Currently there are three (3) active Potter's Fields in the State of Delaware. The Potter's Field in New Castle County is located in New Castle behind the Baylor Women's Correctional Center and currently has 665 indigent persons buried there. We bury an average of 26 persons a year in this cemetery. The Kent County Potter's Field is on the grounds of the Delaware Hospital for the Chronically Ill in Smyrna and currently has 1,182 indigent persons buried there. We bury an average of 18 persons a year in this cemetery. The Sussex County Potter's Field is on the grounds of the Stockley Center in Georgetown and currently has 148 indigent persons buried there. We bury an average of 14 persons a year in this cemetery. Most gravesites currently have a small marker with a number to identify the deceased. DSS would like to have one monument placed at each of the three (3) Potter's Fields at a site to be determined. Each monument should have engraved the name of each indigent and their marker number (if applicable) at that particular Potter's Field. There will also be the need to have names and numbers engraved on the monuments in the future as additional persons are buried at each Potter's Field.

Information Requested

The information provided must have, but is not limited to, the following:

- Material used for monuments
- Size of monuments needed based on current and future burial numbers
- Type of base the monuments will be placed on
- Engraving options
- Locations best suited to place monuments of this type

DSS would also like vendors to provide cost estimates associated with this solution. Our expectation is that the estimate would be as detailed and accurate as possible and include installation as well as costs for future engraving of additional names.

RFI Obligations

The RFI is a request for information only. There will be no contract awarded as a result of the RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP), as a response to this RFI nor DSS' remarks or responses to the VIP's or any individual vendor, will be considered binding for a future contract.

Contact Person and Submission

DSS is the sole point of contact with regard to all matters relating to this RFI. All communications concerning this RFI must be addressed to the contact person:

Dana Chant
Division of Social Services
Lewis Building
1901 N. DuPont Hwy.
New Castle, De 19720
302-255-9539
Dana.chant@state.de.us

Responses to this RFI should provide a straight-forward concise description of the Vendor's offer to meet the requirements of the RFI. Responses should be submitted electronically.

To streamline the review process, the VIP needs to:

- Have a cover letter on the letterhead of the company submitting the VIP. The cover letter must briefly summarize the vendor's ability to provide the services specified and identify all the materials and enclosures being submitted.
- Identify a contact person which includes a phone number and email address.

- Include a table of contents with page numbers for each component of the VIP.
- Reply to the requirements listed with a detailed description of how the Vendor will provide each of the services outlined in this RFI. This part of the VIP should also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

Neither DSS nor the State of Delaware shall be liable for any of the costs incurred by a Vendor in preparing or submitting a VIP. Each VIP should be prepared simply and economically, providing a straight-forward, concise description of the Vendor's ability. Emphasis should be on completeness and clarity of content.

Schedule

RFI Issued: April 29, 2013

Vendor Questions Due: May 8, 2013

Answers to Questions published: May 15, 2013

Vendor Responses Due: May 30, 2013