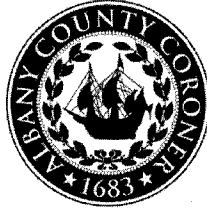


TIMOTHY CAVANAUGH
PAUL L. MARRA
JOHN KEEGAN
ANTONIO STURGES

KELLIE STROCK
CONFIDENTIAL SECRETARY



JOHN J. LEN, MD
BERNARD T. NG, MD, MBA
N. BALASUBRAMANIAM, MD
CORONERS' PHYSICIANS

COUNTY OF ALBANY
OFFICE OF CORONERS
112 STATE STREET, SUITE 820
ALBANY, NEW YORK 12207
PHONE: (518) 445-7604
FAX: (518) 447-5699

March 23, 2023

Hon. Andrew Joyce, Chairman
Albany County Legislature
Albany, New York 12207

Hon. Dennis Feeney
Majority Leader
Albany, New York 12207

Hon. Frank Mauriello
Minority Leader
Albany, New York 12207

Re: Request for Legislative Action

Dear Chairman Joyce,

Enclosed, please find the Albany County Coroner's request for legislative action, seeking to renew a contract with Ellis Hospital for morgue services. These services are utilized to conduct and support death investigations. The term of the contract will be for two years.

Sincerely,
Timothy J. Cavanaugh
Albany County Coroner



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES
PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Coroner Cavanaugh
Coroner's Office

FROM: Maureen Shea
Purchasing Division

DATE: February 6, 2023

RE: Request for Proposals #2023-008
Morgue and Laboratory Services

I am forwarding the proposals received for RFP #2023-008-, as referenced above. Two (2) firms responded to the RFP: Ellis Medicine and Albany Medical Center

Please review and rate the proposals in accordance with the weighted criteria established in the RFP. A proposal rating worksheet, as well as an "Official RFP Rating Scale", are enclosed for your use and guidance in the rating process. When review is complete, please submit your recommendation for award, along with a completed copy of the rating sheet, to the Purchasing Agent for final review and approval.

Please contact me if you require any additional information, or if I can be of further assistance.

enc.

RFP #2023-008: Morgue and Laboratory Services

Proposal Rating Worksheet

Proposer: Ellis Medicine

	Weight	T.Cavanaugh		Reviewer 2		Reviewer 3		Reviewer 4	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score
Criterion #1 Proposer's comprehension of the required (work) Scope of Services	25%	4	1		0		0		0
Criterion #2 Professional Qualifications and Prior experience in similar projects	20%	3	0.6		0		0		0
Criterion #3 Total proposed price	20%	5	1		0		0		0
Criterion #4 Proposer's demonstrated capabilities (equipment, financial solvency, location)	15%	4	0.6		0		0		0
Criterion #5 Client References	10%	3	0.3		0		0		0
Criterion #6 Staffing- (Evaluation of Employees' Resumes)	10%		0		0		0		0
TOTALS:			3.5		0		0		0

NOTES:

RFP #2023-008: Morgue and Laboratory Services

Proposal Rating Worksheet

Proposer: Albany Medical Center

	Weight	T.Cavanaugh		Reviewer 2		Reviewer 3		Reviewer 4	
		Rate	Score	Rate	Score	Rate	Score	Rate	Score
Criterion #1 Proposer's comprehension of the required (work) Scope of Services	25%	4	1		0		0		0
Criterion #2 Professional Qualifications and Prior experience in similar projects	20%	4	0.8		0		0		0
Criterion #3 Total proposed price	20%	2	0.4		0		0		0
Criterion #4 Proposer's demonstrated capabilities (equipment, financial solvency, location)	15%	3	0.45		0		0		0
Criterion #5 Client References	10%	3	0.3		0		0		0
Criterion #6 Staffing- (Evaluation of Employees' Resumes)	10%	4	0.4		0		0		0
TOTALS:			3.35		0		0		0

NOTES:



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O NEILL
PURCHASING AGENT

MEMORANDUM

TO: Timothy Cavanaugh
Coroner's Office

FROM: Pamela O Neill *Pamela*
Purchasing Agent

DATE: February 21, 2023

RE: RFP-2023-008 Morgue and Laboratory Services

I am in receipt of your recommendation to award the aforementioned to Ellis Medicine.

I have reviewed your scoring sheets and believe that you have performed a thorough evaluation of the proposal(s) submitted. I have no objection to the selection of Ellis Medicine.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award.

COUNTY OF ALBANY

COST PROPOSAL FORM

PROPOSAL IDENTIFICATION:

Title: Morgue and Laboratory Services
RFP Number: 2023-008

COMPANY: ELLIS MEDICINE

ADDRESS: 1101 Nott. St.

CITY, STATE, ZIP: Schenectady, NY 12309

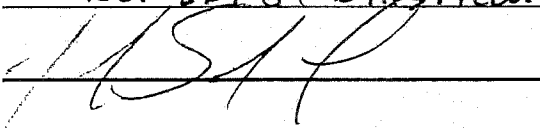
TEL. NO.: (518) 243-3636

FAX NO.: (518) 243-1355

FEDERAL TAX ID NO.: # 14-1338428

REPRESENTATIVE: Jeremy Sikorski

E-MAIL: Sikorski.J@EllisMedicine.org

SIGNATURE AND TITLE 

DATE 1/26/23

3. Plan Implementation

Ellis Medicine will provide facilities, staff, supplies and equipment necessary to perform autopsy procedures. Scope of Service may include: *

- Morgue facility staffed by the equivalent of 2 FT autopsy technicians with forensic training.
- Scalpels, scissors, clamps, hoses and knives.
- Specimen holders, specimen labeling, storage and proper maintenance of chain of custody.
- Masks, caps, shoe covers, special full face masks with hepa filter for isolation cases of TB as specified in OSHA guidelines.
- Office space with telephone for Coroner, Law Enforcement personnel and pathologists.
- Isolation area with showers for doctors and attendants/assistants.
- Stock storage of autopsy tissues, blocks, and microscopic slides and incineration of waste materials.
- Two (2) autopsy tables.
- Morgue cooler capable of holding at least six (6) bodies.
- Refrigerator for storing blood and organs for Medical/Leal examinations.
- Radiology services.
- Weighing machines.
- Adequate lighting.
- Preparation of routine H&E and special stained slides which will be available within three (3) business days of post mortem examination.
- Disposal of organs and specimens in accordance with New York State Department of Health Rules and Regulations for disposal of pathological waste.
- Security personnel for proper handling of deceased person while on hospital property.
- In-house general lab testing
- Non-standard reference lab testing such as DNA and genetic testing.

* Third party toxicology testing will be contracted separately by Albany County

4.3 Fees

a. Full Autopsy: \$1200

Cost includes:

- Morgue facility staffed by the equivalent of 2 FT autopsy technicians with forensic training.
 - Scalpels, scissors, clamps, hoses and knives.
 - Specimen holders, specimen labeling, storage and proper maintenance of chain of custody.
 - Masks, caps, shoe covers, special full face masks with hepa filter for isolation cases of TB as specified in OSHA guidelines.
 - Office space with telephone for Coroner, Law Enforcement personnel and pathologists.
 - Isolation area with showers for doctors and attendants/assistants.
 - Stock storage of autopsy tissues, blocks, and microscopic slides and incineration of waste materials.
 - Two (2) autopsy tables.
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 - Refrigerator for storing blood and organs for Medical/Leal examinations.
 - Weighing machines.
 - Adequate lighting.
 - Preparation of routine H&E slides which will be available within three (3) business days of post mortem examination.
 - Disposal of organs and specimens in accordance with New York State Department of Health Rules and Regulations for disposal of pathological waste.
 - Security personnel for proper handling of deceased person while on hospital property.
- b. External Autopsy requiring the use of Autopsy Technician: \$300
- c. In-house Histology processing \$100
- d. In-house general lab testing/special stains: \$100
- e. Non-standard reference lab testing such as DNA and genetic testing: Cost to be reimbursed by county plus \$25 processing and handling
- f. Radiology Assistance: \$250
- g. Storage (after 30 days and subsequent 30 days thereafter): \$100