



Invitation to Bid

Date: May 6, 2026

For the Project Titled
**Emergency Medical Services
Bid – EMS Body Removal**

OWNER:
Montgomery County EMS
601 Dunlop Lane
Clarksville, TN 37043

This proposal solicitation document is available in an Adobe Acrobat (pdf) format. Any alterations to this document made by the proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Montgomery County Government.

Bid #2026-0507



Bid Advertisement – EMS Body Removal

Proposals for the Montgomery County EMS Body Removal Bid will be received by Elizabeth Black, Purchasing Agent, Montgomery County Purchasing until **2:00 P.M. CST on Wednesday, May 27, 2026**, at which time the bids will be opened and read aloud. Sealed bids for the project will be received in person by Elizabeth L. Black Purchasing Agent, Montgomery County Purchasing, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Bids may also be received online, please refer to the bid documents for instructions.

The Scope of the bid includes: The Montgomery County Emergency Medical Services (EMS) is seeking a vendor to provide twenty-four (24) hour removal and transport services of any decedent located in the County of Montgomery, Tennessee (crime scene, morgue, local hospital, etc.) to the office of the Medical Examiner located in Nashville, TN, for a period of one year, beginning July 1, 2026, through June 30, 2027. There will be two additional option years available following satisfactory contract fulfillment during the initial year.

All proposals must be in a sealed envelope (unless submitted online) and provide the following information: the vendor's name, address, and the words "Bid – EMS Body Removal"

No Proposer may withdraw their proposal for sixty (60) days following the proposal deadline. The right to reject any or all proposals and to wave technicalities is reserved by the owner.

**BID INVITATION INSTRUCTIONS
(READ CAREFULLY)**

(1) ALTERATIONS- Any alterations, additions or omissions of required information, changes of the specifications or BID schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

(2) BIDS - All bids must be typed or written legibly in ink. **Vendors, verify bids before submission. No bid may be withdrawn or changed after the official opening.** Any mention of a specific make, model or brand is strictly for the purpose of comparison of character and quality of product being sought. All alternates will be reviewed and considered in comparison to request. This bid may be awarded in whole or in part to one or more bidders.

(3) DELIVERIES- Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

(4) RESPONSIBLE VENDORS- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

(5) PROPOSING FIRM- The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

(6) IMPORTANT- To be acceptable, all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "BID – EMS Body Removal". Bids can be mailed or hand delivered to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Such bids/proposals delivered to other people, locations, or on another form will not be acceptable. ***Electronic is an acceptable submission method via Bonfire portal at [Bonfire Portal link](#).***

All vendors awarded contracts agree to the terms and conditions herein set forth.

The Purchasing Director reserves the right to reject any or all bids.

Elizabeth L. Black
Purchasing Director
Telephone: (931) 648-5720
elblack@montgomerytn.gov

REQUEST FOR BID
Montgomery County Government
EMS Body Removal

1. PURPOSE:

Montgomery County Emergency Medical Services is seeking a vendor for twenty-four (24) hour removal and transport of any decedent located in the county of Montgomery, Tennessee (crime scene, morgue, local hospital, etc.) to the office of the Medical Examiner located in Nashville, TN for the period of one year, beginning July 1, 2026, through June 30, 2027. There will be two additional option years available following satisfactory contract fulfillment during the initial year.

2. TIMELINE:

Release of Bid – Wednesday, May 6, 2026.

Deadline for Questions –Monday, May 18, 2026, at 2:00 p.m. CST. All questions must be submitted in writing to Elizabeth Black, Purchasing Director at mocobids@montgomerytn.gov

Answers Provided – Thursday, May 21, 2026

Bid Deadline/Opening – Wednesday, May 27, 2025, at 2:00 p.m. CST

Bids submitted after the deadline will not be opened. Bids must be sealed and may be mailed, or hand delivered to the Montgomery County Purchasing Department. Bids can be mailed or hand delivered to 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. Bids should include all necessary documents and have the name of the proposer and the words “Bid – EMS Body Removal” on the outside of the envelope. Bids may also be submitted electronically via Bonfire at [Bonfire Portal link](#). If submitting bid electronically, allow plenty of time for delivery as bids must be received by the deadline.

Vendors must guarantee that all information included in the bid will remain valid for a period of at least sixty (60) days from the date of the bid/proposal opening to allow for evaluation of all bids. Bids/proposals may be withdrawn at any time up until the time of opening. A withdrawn bid/proposal may be resubmitted up to the time designated for the receipt of bid/proposals provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the bid/RFP process. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its bid/proposal. Montgomery County does reserve the right to reject any and all bids.

3. TERM:

It is the intent of Montgomery County that the selected vendor shall provide body removal services for a period of one (1) year, with two available option years.

4. ADDENDA:

The Bidder acknowledges that they have received the following Addendum. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid.

Addendum Number: Dated:
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Addendum Number: Dated:

5. SPECIFICATIONS:

RESPONSE TIME:

Montgomery County Emergency Medical Services Shift Supervisor and/or Deputy Coroner will make initial contact with the Contractor for body transportation services. The Contractor shall have someone arrive at the scene of death, whether it is a crime scene; hospital or county morgue within two (2) hours from time of notification provided that no unforeseen contingencies beyond the control of the Contractor occur. If the Contractor is unable to meet this requirement, a timely notification shall be made to the Montgomery County Emergency Medical Services Shift Supervisor and/or Deputy Coroner with an expected time of arrival. The Contractor is solely responsible for all necessary equipment and labor to provide the body transport services.

VEHICLES AND EQUIPMENT:

The transport vehicle must be a suitable closed vehicle such as a van, station wagon or hearse. The vehicle must be able to transport up to two (2) decedents simultaneously. The Contractor must have at least two (2) transport vehicles. A stretcher or hospital wheeled stretcher (gurney) is also required and shall be capable of meeting the needs of all sizes and weights of the decedents. The Contractor shall keep an adequate supply of body bags and shall be responsible for any costs associated with the provision of such bags. The Contractor shall maintain current registration and inspection records of the vehicles and shall provide clean and well-maintained unidentifiable vehicles that are equipped with industry standards. The Contractor shall maintain automobile liability insurance on its vehicles owned, hired and non-owned with a combined single limit of not less than five hundred thousand (\$500,000) dollars each accident.

PERSONNEL:

The Contractor will provide at least two (2) persons at the scene of death for transport. If the transport is from a hospital, the Contractor will need to only supply one (1) person provided that no further personnel are necessary for the proper removal of the decedent.

PROFESSIONALISM:

All persons utilized by the Contractor shall dress and conduct themselves in a professional manner while providing removal services. Clothing should be a uniform that the Contractor provides or “business casual” and shall be of clean, neat and of appropriate fit.

CONFIDENTIALITY:

The Contractor shall require all persons providing removal services to read and sign a confidentiality statement prohibiting the disclosure of sensitive information to outside parties. The Contractor shall comply with all federal, state and local confidentiality requirements.

SECURITY:

The Contractor shall provide their employees with an identification badge with the employee’s name, employee’s photo, and name of the said business. This identification shall be always worn while responding to the complete transportation of the decedent.

LICENSES:

All employees transporting the decedent shall possess a valid Class D Tennessee driver’s license with an “F” endorsement. Proof of this will be furnished by the successful Contractor prior to bid being awarded.

TERMS OF CONTRACT:

Montgomery County Emergency Medical Services is requesting pricing for this bid for a one (1) year, two (2) year and three (3) year time period. The second and third year of this bid will be contingent on budget funding and satisfactory performance by the Contractor. Please price PER TRANSPORT and list any additional costs that may be incurred.

EXTENSION OR CHANGES OF THE CONTRACT:

Any change to the contract must be in writing and be signed and dated as acknowledgement by both parties prior to being effective.

SUB-CONTRACTING:

The Contractor shall not sub-contract any portion of this contract without prior written approval from Montgomery County Emergency Medical Services.

PAYMENT:

The successful Contractor shall invoice Montgomery County Emergency Medical Services at the end of each month with an itemized invoice along with the documentation listed below. This invoice shall be received by Montgomery County Emergency Medical Services located at 601 Dunlop Lane, Clarksville, TN 37040 by the 5th of each month.

DOCUMENTATION:

The Contractor shall be responsible for the proper documentation of all calls received, transports made, and bodies delivered to the Medical Examiner's Office. This documentation shall be included in the monthly invoice furnished to Montgomery County Emergency Medical Services.

CHAIN OF CUSTODY:

The Contractor shall take all steps necessary to maintain an unbroken chain of custody of the body and all personal valuables. This documentation shall be provided to Montgomery County Emergency Medical Services along with the monthly invoice.

WORKERS COMPENSATION:

The Contractor shall maintain workers compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws.

INSURANCE:

The Contractor must obtain and maintain in full force and effect for the duration of the agreement and any extension hereof commercial general liability insurance with a limit of not less than one million (\$1,000,000) dollars each occurrence, and not less than two million (\$2,000,000) dollars in aggregate for bodily injury, personal injury and property damage. The Contractor will add Montgomery County Government as an additional insured and provide the county with a copy of the insurance policy. The Contractor will be required to hold an Employee Dishonesty bond for not less than \$25,000. The successful Contractor agrees that they shall not cancel or materially change said policies during the duration of the agreement. The Contractor shall be responsible for all liabilities insured in relation to the provision of the removal services, including any payment on workers compensation claims.

SAFETY:

The Contractor must comply with OSHA Regulations 29CFR1910.1030 and show proof of compliance upon request. The successful Contractor must have received current training in blood borne pathogens. The Contractor must be aware that there may be potential for exposure to blood borne and airborne diseases such as hepatitis, AIDS, HIV, and tuberculosis as well as vectors such as scabies, lice and maggots.

COST PROPOSAL:

Vendor representative that is authorized to propose bid, please fill out the information below.

Please type or write legibly.

| Year | Cost per transport | Additional costs |
|--------------------|---------------------------|-------------------------|
| First Year | | |
| Second Year | | |
| Third Year | | |

Company:

Signed:

Printed Name:

Email:

Date: