



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPCP  
Assistant Purchasing Agent

January 9, 2024

Marc Smiley  
Fort Worth Funerals and Cremation LLC  
8808 Camp Bowie West Blvd  
Fort Worth, TX 76116

Re: RFB No. 2022- 110, Annual Contract for Transportation of Human Remains

Dear Mr. Smiley:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of May 22, 2022 through May 21, 2023. The effective dates for the first renewal option are from May 22, 2023 through May 21, 2024. The effective dates for the second and final renewal option will run from May 22, 2024 through May 21, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Fort Worth Funerals and Cremation LLC to accept the second option for an additional one (1) year period as the primary vendor for this bid as awarded on May 10, 2022. Fort Worth Funerals and Cremation LLC acknowledges formal renewal of the option and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through May 21, 2025.

Yes, Fort Worth Funerals and Cremation LLC will accept the offer to extend the same contract pricing through May 21, 2025. Please include a current 1295 Form and up to date Certificate of Insurance with your response.

No, Fort Worth Funerals and Cremation LLC will NOT accept the offer to extend the same contract pricing through May 21, 2025.

Are any other governmental entities currently utilizing this contract?  Yes  No  
If yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Sincerely,

Niki Jones, Senior Buyer  
Tarrant County  
817-884-1134

Marc Smiley  
Fort Worth Funerals and Cremation LLC

1-15-2024  
Date

# Memorandum

**To:** Arshad Majid

**Dept:** Medical Examiner's Office

**From:** Niki Jones, Sr. Buyer, Purchasing Department

**Date:** 01/08/2024

**Re:** Renewal of RFB 2022-110, Annual Contract for Transportation of Human Remains

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The above referenced contract will expire on May 21, 2024. This contract included two (2) options to renew with the vendors for additional twelve (12) month terms. The first renewal term was from May 22, 2023 to May 21, 2024. The second and final renewal term would commence May 22, 2024 and would expire May 21, 2025.

If you wish to exercise this option to renew and continue this contract with the vendors listed below for twelve more months, please check the appropriate item and email this form back to me by January 12, 2024:

Fort Worth Funerals and Cremations, LLC

Yes, I wish to continue the current contract with the above-mentioned vendors for the first renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

T.F.D.

No, I do not wish to continue the current contract with the above-mentioned vendors for the following reason(s).

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SIGNATURE: \_\_\_\_\_

DATE: 1-9-24

RFB 2022-110

**ANNUAL CONTRACT FOR TRANSPORTATION OF HUMAN REMAINS**

**Fort Worth Funerals and  
Cremations LLC  
Fort Worth, TX**

**HUB - No  
COOP - Yes**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>EST. QTY.</b>	<b>UNIT COST</b>
1	Total Removal Of Human Remains From Scene:	5400	\$185.00
2	Additional Charge For Waiting At Scene In Excess Of Estimated Two (2) Hours:	1	\$0.00
3	Number Of Vehicles Available For This Contract:	7	

**Primary: Fort Worth Funerals and Cremations LLC**

There is no secondary award as only one bid was received.