

# Request for Quotation (RFQ)

RFQ-2023-CS-001

Town of Cardston Cemetery Services  
(Contract)

Submission Package



Date of Issue: August 22, 2023

Date of Closing: September 12, 2023 2:00pm local time

Reference: Request for Quotation (RFQ)  
Town of Cardston Cemetery Services (Contract)  
RFQ-2023-CS-001

Location: Town of Cardston Cemetery  
Location: Plan 0610612 BLK 1 Lot1  
West of the Town on Range Rd 255

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The Town of Cardston as the Operating Manager of the Cardston Cemetery and under the direction of the Town of Cardston Director of Engineering and Public Works is seeking quotations for Cemetery Services (see Schedule of rates).

Companies or individuals able to commit the necessary manpower and/or equipment for this contract must submit a digital copy of their submission to Brandon Jensen, Director of Engineering and Public Works at [brandon@cardston.ca](mailto:brandon@cardston.ca) on or before the closing time on September 12, 2023 2:00 pm local time.

Submissions to include a title page with the RFQ number; letter of introduction; proponent qualifications; and completed submission package including the Schedule of rates.

Once submitted, RFQs will be reviewed with a contract and/or contracts being awarded. Successful proponent(s) (depending on type of services) may enter into contract service(s) agreement(s) with Town of Cardston and availability for as needed services commencing on October 1, 2023.

#### SITE TOUR

*There isn't a scheduled tour of The Cardston Cemetery but are welcome and encouraged to view the site. Any questions or concerns can be answered through email Titled "RFQ Cardston Cemetery Questions" to email [brandon@cardsto.ca](mailto:brandon@cardsto.ca) no later than 10 am on September 8, 2023.*

## SCOPE OF WORK

The successful proponents(s) will be the Prime Contractor(s) for the scope of work for the year round excavation services and/or seasonal maintenance / property caretaker. **If proponent is not equipped to submit a bid for excavation and closing services, The Town of Cardston may also be also looking at doing this part of the service within the organization and the proponent would then submit the schedule of rates with a N/A for the excavation portion of this contract.** If including excavation services in bid, it will include the opening and closing of full-sized graves and cremation plots for interment and disinterment; and seasonal maintenance / property caretaker to include mowing/weed and tree trimming, headstone/monument leveling and minor dirt work to include repairs due to ground settlement or damage. Successful proponent(s) are required to enter into a contract services agreement.

## CONTRACTOR QUALIFICATIONS

- Must hold an active, or be able to obtain a Town of Cardston Business License.
- Contractor must be in good standing with WCB. All employees of contractor's company must have WCB coverage or a letter of exemption if contractor or individual doesn't qualify.
- Hold and maintain general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence with the Town of Cardston as additional insured.
- Hold and maintain automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor (or Sub-Contractor) in an amount not less than \$2,000,000.
- Individual submissions may be considered and must be clearly marked in the Notes below.
- Have previous experience in cemetery excavation, maintenance ground work or similar experience would be an asset. .
- If Access to, but not limited to: experienced equipment operators (5-10 years); a rubber tired backhoe; rubber tracked skid-steer; rubber tracked mini excavator; a dump truck; and any other necessary equipment to perform the excavation of full size grave plots and cremation plots.
- Ability to rip frozen ground for excavation.
- Ability to mobilize with 2 days' notice to provide grave site opening excavation within 24 hours of interment; and to provide closing of the grave site immediately after interment.

## CONDITIONS

The items shown in this RFQ may not be complete and are only being used for the purpose of comparing quotations.

The prices quoted shall bear a proper relationship to the value of the work provided. Rates for individual services are to be submitted line by line as per the schedule of rates template (attached) **any services not included with proponents bid shall be clearly marked N/A.**

Town of Cardston reserves the right to:

1. Accept or reject any or all quotations and to waive irregularities and informalities at its discretion;
2. Accept a quotation other than the lowest quotation without stating reasons;
3. Enter into negotiations with bidders on any or all aspects of their quotation;
4. Accept any quotation in whole or in part without prior negotiation;
5. Cancel and/or re-issue the RFQ at any time;
6. Cancel or place a hold contract progress or completion based on Provincial approvals.
7. Retain funds in accordance with the "Builder's Lien Act"
8. Award one or more contracts, and;
9. Retain all quotations submitted in response to this RFQ.



Schedule of Rates

Town of Cardston Cemetery		
<b>Excavation- Plot opening/closing</b>	Monday to Friday	Saturday/ Sunday <i>and/or AB Stat holidays</i>
Open and Close (Frost Free)	\$	\$
Open and Close (Frozen Ground)**	\$	\$
Closing after 6pm surcharge	\$	\$
Open and Close (Frost Free)	\$	\$
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Closing after 6pm surcharge	\$	\$
<b>Maintenance and Caretaker</b>	<b>List of Equipment and/or tools</b>	
Mowing, Weed trimming around headstones and structures. Tree trimming and general lawn care.	-April 1 <sup>st</sup> – October 31st is the working season required to maintain the Cemetery.	
Manage and Operate " <a href="#">hose irrigation reel system</a> " (minimal supervision and adjustable run time and schedule.)	- A minimum ½ ton with a hitch to move reel to irrigation points around cemetery. (8 locations to fully cover cemetery grounds. System currently waters in a 12 hour cycle.	
	Rate per season/year	\$
Headstone/Marker leveling & ground repair	Per Headstone- min of 20 per season	\$

\$\$ Rates before Gst

\*\* Frozen Ground rate is in effect from November 1st to March 31st of each year.

References:

Work Reference (company)	Contact Name (person)	Phone Number and email address	Work Performed

Subcontractors that may be used in performing excavation services

Subcontractor	Contact Name (person)	Phone Number and email address	Work Performed

Applying Contractor Contact Information:

Contractor Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Position: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE:

If you require additional information or clarification on these items listed above, contact Brandon Jensen Director of Engineering and Public Works by email [brandon@cardston.ca](mailto:brandon@cardston.ca)