



**The Municipality Of Brighton**  
**Request for Proposals – “RFP # CEM-2019-001”**  
**Contractor Services for Mount Hope Cemetery**

**Please Note: Bid Registration**

Bid Registration is provided and mandatory to assist in the issuance of any addendum/addenda (via fax or email), should the need arise. Prospective Proponent are **required** to register and also, check Municipality’s Website site for any addendum(s) that may have been issued prior to submission of their final documents. The Municipality of Brighton is not responsible for the Proponent's failure to register for updates or addendum/Addenda to the originally posted Bid; it is the Proponent’s responsibility.

To Register Bid Please Email: [psilvestro@brighton.ca](mailto:psilvestro@brighton.ca)

**Introduction**

This document outlines the overall scope of Contractor Services and sets out the basic requirements for the Proposal. The objectives of the RFP are to evaluate the respondents experience, technical expertise, schedule and fees to provide the services outlined in this document.

**Scope**

The Respondent will be responsible for performing all interments and disinterments complete with installation of grave markers and corner posts. The successful bidder shall provide all necessary labour, materials, equipment and appurtenances necessary to successfully complete all aspects of this Contract.

Maintaining a neat and tidy appearance is critical in the cemetery; any openings and closings must be done in a manner that reveals very little ground disturbance.

The Respondent will also be responsible for meeting potential customers at the cemetery to conduct tours for those interested in purchasing plots. The successful Respondent will be required to provide a high level of customer service while meeting with or answering questions of the visiting public.

## **General Maintenance**

Cemetery maintenance shall not be conducted while an interment/service is underway.

Any roadway repairs, unsafe conditions, vandalism or damage must be reported to the Clerk's Office immediately.

If equipment must be operated after a rain or at any time when the earth is soft enough to be damaged by the successful Respondent's operations; extra precautions must be taken to protect the ground. In these situations when operating in less than ideal conditions cannot be avoided the Respondent must always use plywood or some other protective material underneath equipment.

Loading and unloading of all equipment must be done on the roadways.

Disposal of excess soil from interment openings must be placed in the designated area.

## **Grave Opening – In-Ground Full and Cremated Remain Interments**

No interment or disinterment shall take place during the winter season, which shall generally occur between the months of December through April inclusive.

All requests and arrangements for grave openings must be approved through the Clerk's office. The Municipality requires a minimum of forty-eight (48) hours' notice prior to each interment, eight (8) hours of which must be during normal business hours. The successful Respondent will receive notification through communication and documentation provided by the Clerk's office in the form of an "Interment Order".

Funeral establishments are prohibited from making these arrangements on behalf of the Municipality.

Upon receipt of the "Interment Order" the successful Respondent shall immediately acknowledge and confirm availability for the date and time of interment, in writing with the Clerk's Office (please note that interment dates and times are not negotiable).

All in-ground graves must be opened a minimum of four (4) hours and a maximum of twenty-four (24) hours prior to any scheduled interment.

The successful Respondent locates the grave on the grounds by using the mapping attached to the "Interment Order" together with any cemetery mapping provided by the Municipality. This may require locating corner markers or counting rows and lots until the desired grave is located. The successful Respondent may also be required to probe to ensure that the interment can be made in the grave specified. Any discrepancies or problems must be brought to the attention of the Clerk immediately. There is no room for error of any kind when undertaking interments.

Plywood or some other protective material shall be laid out in order to prevent damage to sod in all areas due to heavy equipment or vehicles.

Remove sod in a fashion that will enable it to be replaced once the interment is complete.

Turf tires are mandatory on all equipment used in the cemetery

Lot adornments and monuments or markers shall be carefully removed if necessary and replaced in proper location when interment is complete.

All interments, disinterments and columbarium openings and closings must be performed in a manner that is compliant with all legislation.

From time-to-time when excavating a grave, it may fill up with ground water or the adjacent grave may leak water into the opening, in which case, it may be necessary to use a water pump to dispose of water from the grave. When using water pump, always have water running away from the grave as far as the hose permits. Avoid grave water contact with skin, and use necessary personal protective equipment (i.e. rubber gloves, safety glasses, etc.).

All concrete vaults and crypts are to be installed by the vault company who is contracted by the family through the funeral home. The servicing of the vault and removal of equipment will be the responsibility of the vault company.

Cover opening with planks and plywood and secured as necessary to ensure the safety of the location.

The successful respondent will be responsible for supplying all of the equipment required for an interment or disinterment and columbarium openings and closings.

Immediately following the service and once mourners have dispersed, slowly backfill, tamping the soil frequently and leaving a slight mound for the soil to settle. In no circumstances should caskets be left unattended. Replace sod, and any lot adornments and monuments and clean-up site (site should show few signs of disturbance, if any).

In order to avoid any undue distress or concerns to families, careful attention must be given to all details of the burial site, before, during and after the funeral service. All interment sites must be checked before funeral time to ensure: the correct grave has been opened; all tools and other equipment are out of sight; all work in the vicinity of a funeral or committal service has ceased for the duration of the service; all workers are out of sight.

On occasion, the family may wish to see the casket lowered and the grave filled in, this is quite acceptable, they may be permitted to do so provided that all necessary steps to ensure their safety are taken into consideration by the successful respondent.

**Cost per Service**

Burial Casket – Opening and Closing

2019 \_\_\_\_\_

2020 \_\_\_\_\_

Describe your set up and list the equipment used. Include recent photographs if they are available.

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Burial Cremation – Opening and Closing

2019 \_\_\_\_\_

2020 \_\_\_\_\_

Describe your set up and list the equipment used. Include recent photographs if they are available.

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Disinterment of a Casket – Opening and Closing

2019\_\_\_\_\_

2020\_\_\_\_\_

Describe your set up and list the equipment used. Include recent photographs if they are available.

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Disinterment of Cremated Remains – Opening and Closing

2019\_\_\_\_\_

2020\_\_\_\_\_

Describe your set up and list the equipment used. Include recent photographs if they are available.

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Columbarium – Opening and Closing

2019 \_\_\_\_\_

2020 \_\_\_\_\_

Describe your set up and list the equipment used. Include recent photographs if they are available.

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Meeting potential customers at the cemetery for purchasing inquiries.

2019 \_\_\_\_\_

2020 \_\_\_\_\_

Please include any licensing or certificates that you possess related to the performance of this contract.

### **Workplace Safety Insurance**

The successful Vendor is required to protect its employees with Workplace Safety and Insurance Board coverage and a valid Certificate of Clearance indicating the project involved must be provided prior to commencement of any work.

- a. The Contractor must submit a copy of a valid and current "Clearance Certificate" from the WSIB with their Proposal, or documentation from the WSIB confirming their exemption. This information is available to the Vendor on-line at [www.wsib.on.ca](http://www.wsib.on.ca).
- b. The Contractor, forthwith upon being notified that they are the successful Vendor, shall provide the Municipality with a current and valid "Clearance Certificate" from the WSIB.
- c. **If the Contractor does not provide a current and valid Clearance Certificate, or proof of exemption, on or before the commencement of the Contract, then at the option of the Municipality, the Contract will be terminated and may be awarded to the next qualified Vendor.**
- d. During the term of the Contract, the Contractor shall ensure that the Municipality has a current and valid "**Clearance Certificate**". The Municipality will not pay invoices unless a current and valid "**Clearance Certificate**" is provided.
- e. The Municipality reserves the right to terminate any Contract in the event there is not a current and valid Clearance Certificate and reserves the right to refuse the Contractor access to the jobsite.
- f. The Contractor clearly understands and agrees that they are not, nor is anyone hired by them, covered by the Municipality under the **Workplace Safety Insurance Act, Employment Insurance Act**, or any other act whether provincial or federal in respect of themselves, their employees and operations, and shall, upon request, furnish the Municipality with satisfactory evidence that they have complied with the provisions of any such Acts.
- g. Information on coverage under the **Workplace Safety and Insurance Act** can be obtained directly from the WSIB. The Municipality is not to be deemed the employer of the Contractor or their personnel under any circumstances whatsoever.

- h. The Contractor will file a "Certificate of Clearance" from the WSIB prior to commencing the Contract. Clearance certificates should be renewed every ninety (90) days during the term of the Contract.

### **Professional Liability Insurance**

The Successful Respondent shall at its own expense obtain and maintain until the termination of the contract, and provide the Municipality of Brighton with evidence of the following within 10 days of notification of acceptance (contract award):

- a. A minimum limit of \$5,000,000.00 (five million) Errors & Omission Insurance per claim. This policy shall be maintained continuously from commencement of work to 2 years after substantial performance of the work.
- b. Automobile liability insurance for an amount not less than Five Million (\$5,000,000.00) dollars Third Party Liability covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.
- c. The policy shown above will not be cancelled or permitted to lapse unless the insurer notifies the Municipality of Brighton in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Municipality of Brighton reserves the right to request such higher limits of insurance or other types policies appropriate to the work as the Municipality of Brighton may reasonably require.
- d. The successful Respondent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, Sub-Contractors, any Work persons employed by it, under its control, arising from the execution of the Work, by reason of the existence, location, condition or Work, any materials, plant or machinery used thereon or therein, or which may happen by reason of their failure or the failure of those for whom they are responsible, to do or perform any or all of the several acts or things required to be done by them under the Proposal, and agrees to indemnify and hold the Owner harmless from any such damages, losses, or expenses, or claims by third parties, including any legal costs incurred by the Owner in connection therewith on a solicitor/client basis.



Any questions should be directed to Patrick Silvestro, Deputy Clerk, 613-475-0670 ext. 215 [psilvestro@brighton.ca](mailto:psilvestro@brighton.ca)

All bids must be submitted in an envelope identifying the bid request number.

The lowest or any bid/pricing may not necessarily be accepted.

**Sealed Requests for Bids will be received until 2:00 pm on Thursday, March 21st, 2019 in the Clerk's office at 35 Alice Street, Brighton, Ontario.**

### **Submitting a Bid**

All submitted bid or tender packages must be sealed with the appropriate document information and submitted prior to the identified deadline.

The Clerk's Office holds all received packages until the official tender opening. All tender openings are open to the public to ensure transparency.