



November 15, 2016

Town of Bashaw
Box 510
Bashaw, Alberta
T0B 0H0

RFP: MAINTENANCE WORK AT TOWN OF BASHAW CEMETERY:

This Request for Proposal ("RFP") identifies a business opportunity for the successful Candidate to provide Cemetery Grounds Maintenance for the Town of Bashaw Cemetery by the due date of noon on December 15, 2016.

The Town is looking to award the Contract to the successful Candidate with the new Contract commencing the week of April 10, 2017 and to expire October 15, 2017. The term of the Contract will be for one (1) season, unless cancelled, terminated or extended.

The Town will only consider Proposals from Candidates that meet the enclosed mandatory requirements and have the necessary resources to carry out the works and provide the documentation requested as part of the proposal process:

Proposals should be submitted in an envelope marked, "Proposal for Cemetery Maintenance" at Box 510, Bashaw, Alberta T0B 0H0

You should note that Proposals shall remain open until a suitable Candidate is selected and that Council reserves the right to not accept any or the lowest proposal.

Regards,

Theresa Fuller
CAO, Town of Bashaw

Town of Bashaw Cemetery Maintenance Proposal Form

COMPANY NAME				
CONTACT PERSON				
PHONE #				
ADDRESS				
HOURLY OR FLAT RATE	PER CUT RATE:		PER MONTH RATE:	

Cemetery Maintenance Specification 2017:

The Specification for maintenance of Bashaw Cemetery

- 1 Regular cutting of grass to ensure a tidy appearance at all times, with the grass length not exceeding 50mm (1.9 inches)
- 2 Removal of grass cuttings on the same day as they are cut.
- 3 Trim around the Cemetery boundary to maintain a tidy appearance and minimise invasive weed growth.
- 4 Trim where necessary around graves to maintain a tidy appearance.
- 5 Advise, when necessary to the Cemetery Supervisor, weeds that require spraying
- 6 Remove all hedge cuttings and leave tidy after each cut.
- 7 Pruning / cutting of trees where necessary (a) to enhance appearance of cemetery and (b) ensure there are no branches that can pose danger to the public. **(Any major tree maintenance and or removal shall be the responsibility of the Town of Bashaw)**
- 8 Contractor to remove dead flowers and old wreaths, debris, etc from graves.
- 9 Contractor to be responsible for provision of all the tools, protective wear, machinery and fuel for use by contractor and their staff.
- 10 Contractor to be responsible for all their staff insurances, health and safety legislation including WCB Coverage and Liability Insurance.
- 11 Contractor must report on any issues brought to their attention by members of the public. **(In this scenario the contractor must report the issue to the Cemetery Supervisor)**