Request for Proposals

CEMETERY MANAGER AND GROUNDSKEEPER
  RFP DC-2020-01

1. Introduction

The Municipality of Northern Bruce Peninsula wishes to contract the services of a Cemetery Manager and Groundskeeper for the operation and maintenance of the four (4) municipally operated Cemeteries.

The objective of this request for proposal is to provide the Municipality with qualified contractor(s) capable of carrying out the work defined herein.

At our Municipal Cemeteries a number of grounds maintenance and burial preparation tasks are conducted. The Groundskeeper will supply and use lawnmowers, hedge trimmers, clippers, and other gardening tools on a regular basis. When a grave needs to be dug, the Cemetery Manager is responsible for identifying the location and excavating the ground to the appropriate size and depth. The Cemetery Manager will also control the equipment used to carefully place caskets or cremation urns into their graves.

As with most groundskeeper jobs, the duties of this position depend largely on the weather. In warm seasons, the groundkeeper will mow and water newly seeded grass, trim around monuments, trims trees, and tend to overall ground maintenance. In addition, a groundskeeper often spends time raking leaves, removing debris, leveling ground, and planting new grass seed when required.

The Cemetery Manager is responsible for digging and preparing burial sites when they are given notice from Deputy Clerk or funeral homes. Depending on the softness and composition of the soil, the Cemetery Manager may be able to excavate a grave entirely by hand with the aid of shovels, picks, and wheelbarrows. The Cemetery Manager will operate a tractor and a backhoe to quickly remove large amounts dirt and rock. He or she normally affixes grave markers and tombstones into place and ropes off open graves to prevent accidents. Winter burials only take place when weather permits and at the discretion of the Deputy Clerk and Cemetery Manager.
Most caskets are lowered into graves with the aid of hydraulic or pneumatic lifts that are operated and supplied by the Cemetery Manager. Since the job is performed in public and often around grieving friends and family, the caretaker and groundskeeper are usually expected to be out of sight, quiet, and respectful. After caskets are put into place, the caretaker disassembles and puts away the lowering equipment. He or she fills in the plot, levels the ground, and lays down sod.

The Cemetery Manager position will also be responsible for opening and assisting with the winter storage requirements at the Eastnor Cemetery Mortuary.

Some type of past experience dealing with cemetery work would be a great asset.

2. Submission Details

Copy(s) of the proposal marked “Cemetery Contract” shall be addressed to the Deputy Clerk at:

Municipality of Northern Bruce Peninsula
Deputy Clerk, Cathy Addison
56 Lindsay Road 5
LION’S HEAD, Ontario N0H 1W0

Until 12:00 Noon on Friday, March 27, 2020.

The Contractor has the option to quote on one or the complete contract the following ways:

1) **CONTRACT #1** - Contract for Cemetery Manager for Burials, Monuments, and Mortuary Care;
2) **CONTRACT #2** – Contract for Cemetery Groundskeeper;
3) **CONTRACT #1 and #2** – Contract for both Cemetery Manager and Groundskeeper.

Submissions received after this date and time will be returned to the sender.

The Municipality reserves the right to cancel this request for proposal for any reason without any liability to any proponent or to waive irregularities at its own discretion.

Proposals will be irrevocable until the Municipality awards these contracts or cancels this request for proposals, whichever occurs first.

Any interpretation of, additions to, deletions from, or any other corrections to the proposal document will be issued as a written addendum by the Municipality.
3. **Inquiries**

Clarification of terms, conditions and other such matters may be directed to:

Cathy Addison  
Municipal Deputy Clerk  
deputyclerk@northernbruce.ca

The Municipality, its agents and employees will not be responsible for any information given by way of verbal communication.

Any questions that are received by Municipal staff that affect the proposal process will be issued as an addendum by the Municipality.

4. **Background**

The current cemetery contract expires on June 30, 2020. The present Contractor has operated, provided care and maintenance for a four-year period.

This contract (s) will **commence July 1, 2020 to June 30, 2024.**

5. **Locations**

The Municipality of Northern Bruce Peninsula’s Cemeteries are known locally and legally described as follows:

1. **Eastnor Cemetery** (Part Lot 20, Concession 4, EBR, Cemetery Road (Eastnor));
2. **Stokes Bay Cemetery** (Part Lot 39, Concession 3 WBR, 34 Woodstock Avenue (Eastnor) and Part 1, Concession 3 and 4, WBR (Lindsay));
3. **Dunks Bay Cemetery** (Block 1 Part, Town Plot Bury, EBR, 88 Dunks Bay Road (St. Edmunds).
4. **McVicar Cemetery** (Part Lot 7, Concession 1, EBR, (St. Edmunds).

6. **Evaluation Criteria**

RFP's will be evaluated to determine the best value offered to the Municipality and will be able to provide the following criteria:

1. Provide proof of liability insurance coverage in the amount of Five Million ($5,000,000.00) Dollars naming the Municipality as an additional insured. Certificate of Insurance is to be updated throughout the term of the Agreement and that copies are forwarded to the Municipality, upon renewal.
2. The Contractor will provide all equipment necessary to undertake performance of the contract.
3. The Contractor will provide proof of Workers Safety Insurance Board (WSIB) coverage prior to work commencing in the form of a current and valid clearance certificate.

4. The Contractor will ensure that all applicable health and safety laws and regulations are adhered to during the performance of the contract.

5. The Contractor shall comply with relevant federal, provincial and municipal statutes, regulations, policies, directives and by-laws pertaining to the Cemetery Management and/or Cemetery Groundskeeper work and its performance. This RFP and the Agreement entered into by the successful Contractor shall be governed by and interpreted in accordance with the laws of the Province of Ontario including:
   (a) The Municipal Freedom of Information and Privacy Act, RSO 1990, c. M54: and Occupational Health and Safety Act, R.S.O. 1990, c.0.1. Each Contractor warrants that they have the experience, training and equipment to ensure all work performed under the agreement is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and are fully responsible for the health and safety of all employees and others present on the site.
   (b) Accessibility for Ontarians with Disabilities Act, 2001, S.O. 2001, c.32, section 13 of which statute states:
      In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.
      In addition, the Contractor and his/her employees must have the applicable training with regards to Integrated Accessibility Standards Regulations. Training must be completed prior to commencement of the agreement.

6. No portion of the work under the award may be subcontracted without the authorization of the Municipality.

7. Must comply with the Funeral, Burial and Cremation Services Act, 2002.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, the Municipality of Northern Bruce Peninsula will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality’s Accessibility Coordinator of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

All RFP’s received by the Municipality of Northern Bruce Peninsula become a public record, once the Municipality accepts an RFP, and a contract agreement is signed, all information contained in them is available to the public, including personal information.
Municipality of Northern Bruce Peninsula
CONTRACT #1
CEMETERY MANAGER FOR BURIALS, MONUMENTS, AND MORTUARY

SUMMARY OF DUTIES:

To be responsible for managing all aspects of opening and closing burial sites, installation of monuments, corner stones, and Mortuary use of all the Cemeteries within the Municipality of Northern Bruce Peninsula; consulting with the Deputy Clerk and bereaved family members. In addition, this position will coordinate burials with the Deputy Clerk and/or funeral service providers and scheduling installation of monuments with monument dealers.

PRIMARY RESPONSIBILITIES

- Consults with the Deputy Clerk at-need families and makes burial arrangements; coordinates burials with funeral service providers.
- Marks off burial sites and arranges grave openings and closing/restoration with the Deputy Clerk.
- Approves, marks off, and verifies monuments/memorial installations; provides foundation and installation or repair work in a timely fashion.
- Prepares all the necessary equipment and products to pour foundations.
- Prepares grave sites for opening and closing as required with the lifting and placing casket lowering devices.
- Supplies all loading and unloading material to prepare an opening and closing for a grave site.
- Maintains the turf replacement following closing of the grave site at the Cemetery.
- Attends winter burial placement in Mortuary Building at Eastnor Cemetery.
- Provides snow and ice removal at entrance area prior to using the Eastnor Cemetery Mortuary (this is not the road access to the Mortuary, just the steps).
- Maintains the paper records management system for interments and the Deputy Clerk will provide updates for the sale of plots following the completion of the sales transaction. Provides a photo of any new monument installed for cemetery records.
- Analyzes, verifies records of lot sales and interments on an annual basis with the Deputy Clerk.
- Collects and distributes the proper paperwork following an interment.
- Forwards all general inquiries from lot owners and the general public concerning regulations and site locations to the Deputy Clerk.
- Attends Cemetery Committee meetings upon request and may assist in long range plans for the operation and development of the Cemeteries.
- Confirms plot space upon request.
- Provides all necessary equipment to perform these duties.
- Approval of any necessary expenses must be obtained prior to any purchases.
Attend all burials that will be scheduled Monday – Saturday 11:00 a.m. to 3:00 p.m. including holidays. No Sunday burials are permitted.

The successful proposal must be in compliance with the Municipality of Northern Bruce Peninsula Accessible Customer Service Policy under the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and provide proof that training requirements have been met.

To understand and comply with the Occupational Health and Safety Act regulations.

Ensure the Municipal By-law to regulate and operation of the Cemeteries in the Municipality of Northern Bruce Peninsula is followed.

Provide the Municipality the number of hours designated to each cemetery on an annual basis.

Immediately following the interment and the site is cleaned up, ensure grass seed is applied if necessary. Continue to check interment site to ensure grass seed is growing, if applicable.

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

All full 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. Cremation graves sites must be opened at least one-half hour prior to interment.

Probing may be required to ensure that an interment can be made in the specified grave.

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

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.

Consults with the Cemetery Groundskeeper, if applicable.

Knowledge

- Minimum of three years relevant experience
- Knowledge of the Cemetery Act and Regulations
- Knowledge of turf removal maintenance and operation of equipment
- Excellent management, communication, organizational and interpersonal skills
- Previous experience dealing with burial interments

Language Communication Skills (Sensitivity, Confidentiality)

- Good listening, oral and communication skills
- Good interpersonal skills to work with other staff and the public
- Good training skills
- Good report writing skills
- Due to the nature of the contract, confidentiality is very important
Municipality of Northern Bruce Peninsula
CONTRACT #2
CEMETERY GROUNDSKEEPER

SUMMARY OF DUTIES:

To be responsible for managing all aspects of keeping the grounds of the Cemeteries within the Municipality of Northern Bruce Peninsula, clean, maintained and attractive to enhance the sacred and suitable environment for visitors as a respectful and peaceful eternal place of rest.

PRIMARY RESPONSIBILITIES

- Collects and removes litter or trash from the cemetery grounds.
- Ensures that each Cemetery’s fences, gates, signage and exterior of buildings are maintained.
- Maintains all four (4) Cemetery grounds; performing functions such as lawn mowing, pruning trees and/or removal, leaf removal and trimming around all monuments assuring for timeliness and safety.
- Taking branches and other refuse must be taken to the waste disposal site.
- Examines/evaluates cemetery plots and ground to determine what ground restoration tasks (e.g., filling dirt for sunken graves, etc.) are needed to ensure a safe and respectable cemetery environment. Any tasks beyond the ability of the groundskeeper to complete or resolve, will be reported to the Deputy Clerk.
- Picks up tree limbs, rakes leaves and grass, weeds, and trims trees and shrubs around monuments as requested.
- Identify and communicate cemetery grounds needs, repairs, etc. to the Deputy Clerk.
- Perform preventive maintenance with regards to grubs and skunks destroying the grounds.
- Attends Cemetery Committee meetings upon request and may assist in long range plans for the operation and development of the Cemeteries.
- Report any complaints or requests for services to the Deputy Clerk.
- Provides all necessary equipment to perform these duties.
- Approval of any necessary expenses must be obtained prior to any purchases.
- The successful proposal must be in compliance with the Municipality of Northern Bruce Peninsula Accessible Customer Service Policy under the Accessibility for Ontarians with Disabilities Act (AODA), 2005 and provide proof that training requirements have been met.
- To understand and comply with the Occupational Health and Safety Act regulations
- Ensure the Municipal By-law to regulate and operation of the Cemeteries in the Municipality of Northern Bruce Peninsula is followed.
- Provide the Municipality the number of hours designated to each cemetery on an annual basis.
- All grass areas must be cut consistently and be presentable at all times. No ground maintenance shall be conducted while an interment/service is underway.
• Consults with the Cemetery Manager, if applicable.

**Knowledge**
• Minimum of three years relevant experience
• Knowledge of the Cemetery Act and Regulations
• Knowledge of turf maintenance and operation of equipment
• Excellent management, communication, organizational and interpersonal skills
• Previous experience dealing with grounds maintenance

**Language Communication Skills (Sensitivity, Confidentiality)**
• Good listening, oral and communication skills
• Good interpersonal skills to work with other staff and the public
• Good training skills
• Good report writing skills
Municipality of Northern Bruce Peninsula
CONTRACT #1
CEMETERY MANAGER FOR BURIALS, MONUMENTS, AND MORTUARY

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<th>Four (4) year for CONTRACT #1</th>
<th>Sub Total $___________</th>
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<td>13% HST $_____________</td>
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<td>TOTAL PRICE $__________</td>
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</tbody>
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__________________________  ____________________________
Contractor Signature        Date

The Contractor expressly warrants that the price contained in this RFP are quoted in
the utmost good faith, without collusive arrangement or agreement with any other
person or partnership or corporation and offers to complete this contract in accordance
with the terms contained for the price indicated above. The content and requirements
of this RFP document have been read and understood.

This RFP is submitted this _______ day of _____________________, 2020 by:

Full Legal Name of Firm____________________________________________

__________________________  ____________________________
Authorized Signing Officer  Name and Title (Print)

Address: _________________________________________________________

Town/City Province Postal Code

Email Address: ________________________  Telephone: _________________

Fax #_____________________________  Cell: ________________________

This page must be returned as part of the RFP Submission, if applicable

The information collected on this document will be used for the purposes allowed under the
authority of the Ontario Municipal Act. The personal information that you provide may be
made public, subject to the provisions of the Municipal Freedom of Information and
Protection of Privacy Act.
Municipality of Northern Bruce Peninsula  
CONTRACT #2  
CEMETERY GROUNDSKEEPER

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<td>TOTAL PRICE</td>
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Full Legal Name of Firm____________________________________________

__________________________
Authorized Signing Officer
Name and Title (Print)

Address: _________________________________________________________

Town/City        Province         Postal Code

Email Address: ________________________ Telephone: _______________
Fax #___________________ Cell: ____________________
Municipality of Northern Bruce Peninsula
CONTRACT #1 & #2 COMBINED
CEMETERY MANAGER FOR BURIALS, MONUMENTS, AND MORTUARY &
CEMETERY GROUNDSKEEPER

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Authorized Signing Officer        Name and Title (Print)

Address: ____________________________________________________

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Town/City        Province         Postal Code

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