

**REQUEST FOR QUOTATION**  
**CEMETERY MAINTENANCE AND INTERMENTS**  
**2021-2022**  
**(Option for 2023)**

**Quote No.**

**2021-013**

**Bid Closing: April 30, 2021**

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



West Nipissing Ouest

**MUNICIPALITY OF WEST NIPISSING**  
**RFQ Cemetery Maintenance/Internments**

**SECTION 1.0**

**INVITATION TO QUOTE**

The Municipality of West Nipissing is seeking quotations for the following cemetery services; each of which will be considered separately.

1. Regular maintenance of eight (8) municipally operated cemeteries (herein referred to as “maintenance”);
2. The opening and closing of all graves and niches for casket and cremated remains interments in its five (5) cemeteries open for interments (herein referred to as “interments”).

The term of the contract for each service shall be for a period of two (2) years (2021 and 2022) with an optional renewal of one (1) additional year (2023) at the written request of the successful Contractor prior to the end of the term.

**Owner:** Municipality of West Nipissing  
101-225, Holditch Street  
Sturgeon Falls, ON P2B 1T1  
Phone: 705-753-2250  
Fax: 705-753-3950



**BID SUBMISSION**

- 1.0)** Bids must be returned in a sealed envelope clearly marked “Cemetery Maintenance and Grave Opening & Closing Services” complete with Bid reference number to the exterior drop box at the Municipality of West Nipissing, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before **2:00pm** (local time) on **April 30, 2021** (the “Official Closing Time”).
- 1.1)** The drop box will be opened immediately after the official closing time. Only bids collected from the drop box will be accepted.
- 1.2)** Bids submitted by facsimile or electronically will not be considered.
- 1.3)** All pages contained in the request for bid form an integral part of this process.
- 1.4)** Each service (maintenance and interments) will be awarded separately. If only bidding on one service, please print “No Bid” in the boxes of the other service.
- 1.5)** The lowest or any bid will not necessarily be accepted. The owner may decide, at its sole discretion, that no bid submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the owner elects to reject all bids, all bidders will be notified and the owner will not be liable to any bidder in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.6)** Bidders are advised that the Municipality functions through its Policy No. 2006-332 “Validity of Tenders”, Policy No. 2017-334 “Vendor Performance Policy”, and by its By-Law No 2016-89 (including the most current amendments), “By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing” (Purchasing By-Law).
- 1.7)** Bidders are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.8)** Partial or incomplete bids will not be considered.



**QUESTIONS AND CLARIFICATIONS**

- 2.0)** Enquiries, request for explanation, interpretations or clarifications must be submitted by email to [mducharme@westnipissing.ca](mailto:mducharme@westnipissing.ca) , only those inquiries submitted by email will be considered. Emails submitted must include the bid title and bid reference number.
- 2.1)** Enquiries will be received up to noon local time on **April 27, 2021**. Enquiries received after the date and time noted will not receive a response.

**BID OPENING**

- 3.0)** Bids will be opened privately.
- 3.1)** Bid received after the official closing time is considered LATE, and will not be accepted and will be returned unopened to the bidder.

**ADJUSTMENT OR WITHDRAWAL OF BIDS**

- 4.0)** Adjustment by telephone, facsimile or letter for a bid already received will not be considered. A bidder desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1)** Bidders may withdraw its bid at any time prior to closing provided the withdrawal:
- i) is in the form of a letter and,
  - ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
  - iii) is signed by the bidder's duly authorized signing officer;
- 4.2)** Bids may not be withdrawn after the closing time.

**EXAMINATION OF SITE CONDITIONS**

- 5.0)** It is the responsibility of the bidder before submitting a bid to carefully examine the site of the proposed work. Bidders shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encountered, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.



- 5.1)** Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the bidder from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the bid documents and the bidders must evaluate such information relative to the actual conditions at the place of the work.
- 5.2)** Prices bid must include all incidental costs and the Bidder must be satisfied as to the full requirements of the RFQ. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Bidder require more information or clarification on any point, it must be obtained in writing prior to the submission of the Quote.

**DOCUMENT DISCREPENCIES AND OMISSIONS**

- 6.0)** Bidders are responsible to review the request for bid documents and to verify they are complete. If the bidder finds discrepancies or omissions from the drawings, specifications and other documents, the bidder should submit a written request for correction to the contract administrator. Written request for corrections must be received no later than three (3) days prior of bid closing date. Any required correction, addition, deletion or revision to the bid documents will be by written addenda to the bid documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

**INSURANCE**

- 7.0)** The successful bidder shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner a copy of certificate attesting to the fact that the required policies of insurance as outlined in General Conditions have been obtained by the bidder.
- 7.1)** The general policy shall include the Municipality of West Nipissing as a Third Party on this policy as an additional insured, but only in respect of and for the duration of this project.

**PRE-QUALIFICATION OF CONTRACTOR**

- 8.0)** Contractor and all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing Health and Safety officer before starting work. Risk management and mitigative measures policy and procedures regarding COVID-19 shall be submitted and approved.
- 8.1)** No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Bidder is fully responsible to the Municipality for the acts and omissions of sub-contractors and/or persons directly or indirectly engaged by the Bidder in



West Nipissing Quest

**MUNICIPALITY OF WEST NIPISSING**  
**RFQ Cemetery Maintenance/Internments**

**SECTION 1.0**

respect to this work. Sub-contractors will be required to abide by all the requirements of the Quotation document as though the primary successful Bidder (Insurance, WSIB, Health & Safety Policy, etc.). The Bidder agrees to bind every sub-contractor by the terms of the Quotation documents as far as it is applicable to their work.

**BID FORM: RFQ Cemetery Maintenance/Interments**

- 1.1) I/we recognize the right of the Municipality to reject any and all quotations for any reason without explanation and that the lowest quote may not be necessarily be accepted.
- 1.2) I/we understand that my/our bid will be subject to rejection unless it is prepared in strict accordance with all the requirements of the bid documents.
- 1.3) All pricing shall be in Canadian funds, all applicable taxes included with the exception of HST which will be considered as extra to the cost
- 1.4) I/we hereby acknowledge receipt of the following addenda \_\_\_\_ to \_\_\_\_ forming part of the bid documents (***If none have been received, write the word none***)
- 1.5) I/we recognize that bids will be awarded per individual service.
- 1.6) I/we have carefully examined the site and all conditions affecting the proposed work as well as the bid document including the drawings and specifications, all addenda and the instruction to bidders, I/we, the undersigned, hereby offer to furnish all necessary labour, materials, supervision, tools, equipment etc. required to complete all work requisite for the proper execution of this contract, expeditiously and in the satisfactory manner
- 1.7) If a discrepancy is found in the bid form between the unit price and the total amount, the unit prices shall be considered as representing the intention of the bid.
- 1.8) The Bidder agrees that the Municipality of the Municipality of West Nipissing is permitted to contact the References noted in the Quotation



**FORM OF BID**

Having carefully examined the various cemetery sites and all conditions affecting the proposed work as well as the Bid Document including the drawings and specifications, all addenda and the instruction to bidders, I/we, the undersigned, hereby offer to furnish all necessary labour, materials, supervision, tools, equipment etc. required to complete all work requisite for the proper execution of this contract, expeditiously and in the satisfactory manner and accept in full payment therefore stipulated sum of:

**MAINTENANCE COMPONENT**

	Year 1 (2021)	Year 2 (2022)	OPTION Year 3 (2023)
Annual Cemetery Maintenance <i>(Duties as in Appendix "C" of Special Provisions Section)</i>	\$	\$	\$

**INTERMENT COMPONENT (please quote prices on a per item basis):**

	ESTIMATED NUMBER OF ANNUAL BURIALS	COST PER SINGLE BURIALS <i>(by type)</i>	TOTAL COST PER BURIAL TYPE
Weekday - Full Interment (casket) <i>(Monday to Friday until 4:30 p.m.)</i>	7	\$	\$
Saturday/Holidays – Full Interment (casket)	3	\$	\$
Weekday – Cremated Remains Interment (urn)	30	\$	\$
Saturday/Holiday – Cremated Remains (urn) Interment	10	\$	\$
Niche Interments (per each Opening/Closing)	10	\$	\$
<b>TOTAL OF ESTIMATED COST FOR INTERMENT COMPONENT:</b>			\$



**QUALIFICATIONS**

Has the Respondent completed the Grave Excavation and Shoring Program facilitated by The Ontario Association of Cemetery and Funeral Professionals (OACFP), or a similar training program.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Specify Name of Training Program if different than the Grave Excavation and Shoring Program facilitated by The Ontario Association of Cemetery and Funeral Professionals (OACFP)	<u>Name of Program:</u>  	

**SEPARATE UNIT PRICE**

Hourly labour rate: <i>(for additional work, if required)</i>	\$
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**Signatures:**

Contractor full business name:

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Contractor full business mailing address:

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Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*I have the authority to bind this company/corporation*

NAME: \_\_\_\_\_ (Please Print)

TITLE: \_\_\_\_\_ (Please Print)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021

CORPORATE SEAL:



**APPENDIX "A"**

**PREVIOUS EXPERIENCE**

**Please indicate three (3) past/current related work experiences**

All bidders must demonstrate similar experience by providing references from a government/public sector entity of similar nature. Bidders without or with insufficient government/public sector experience may be disqualified. Past experience with the Municipality will also be considered. Prior poor performance with the Municipality may result in disqualification. Decisions of disqualification by the Municipality will be deemed final and will be given to the bidder in writing.

<p><b><u>Reference#1</u></b></p> <p>Project title &amp; brief description of work:</p> <p>_____</p> <p>_____</p> <p>Total value of contract awarded: \$ _____</p> <p>Owner or Contractor who awarded contract: _____</p> <p>Contact person: (Full Name) _____ Phone: _____</p>
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<p><b><u>Reference#2</u></b></p> <p>Project title &amp; brief description of work:</p> <p>_____</p> <p>_____</p> <p>Total value of contract awarded: \$ _____</p> <p>Owner or Contractor who awarded contract: _____</p> <p>Contact person: (Full Name) _____ Phone: _____</p>
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**Reference#3**

Project title & brief description of work:  
 \_\_\_\_\_  
 \_\_\_\_\_

Total value of contract awarded: \$ \_\_\_\_\_

Owner or Contractor who awarded contract: \_\_\_\_\_

Contact person: (Full Name) \_\_\_\_\_ Phone: \_\_\_\_\_

**APPENDIX “B”**

The following information must be provided for all equipment to be used in the contract. All equipment shall be in good operating condition and must pass an inspection by the Municipality prior to awarding of the bid.

In the event that the bidder makes a misstatement as to the specifications of the equipment in this bid, the bid may be disqualified.

Make	Model	Year	Specific Use to Execute Requirements of Contract	Owned (Y/N)

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***THIS PAGE MUST BE RETURNED AS PART OF THE QUOTE SUBMISSION***



**HEALTH & SAFETY**

- 1.0) General:** Contractor must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of West Nipissing safety policy.
- 1.1) Competent person:** Contractor is responsible to use their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) Equipment & tools:** All equipment and tools used by the Contractor shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.
- 1.4) WHMIS:** No hazardous material is to be stored or used on work site by the contractor unless the prescribed requirements concerning labelling material safety data sheets (MSDSs) and worker instruction and training are met.
- 1.5) Proof of training:** The Contractor shall submit within five (5) calendar days after the contract award, copies of WHMIS, copies of health and safety awareness, first aid certificate and certificates pertaining to the work being done for all workers working on the job site.
- 1.6) Reporting:** Contractor must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.
- 1.7) Supervision:** Contractor shall comply with OHSA regulations.
- 1.8) WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.



**WORKMANSHIP**

- 2.0) The successful Contractor shall employ only orderly, competent and skillful employees to ensure that the services are carried out in a respectable manner.
- 2.1) Workmanship shall be of the best quality, executed by workers qualified, experienced and thoroughly skilled in the respective duties for which they are employed.
- 2.2) Decision as to the quality or fitness of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.
- 2.3) Contractor will be informed about any unsatisfactory performance, as identified by the contractor administrator, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract.
- 2.4) The Municipality reserves the right to disqualify a contractor due to the Bidder's past performance on previous contracts awarded, failure to complete awarded work, or termination of previous contracts.

**PROTECTION OF WORK & PROPERTY**

- 3.0) The successful Contractor shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Contractor shall make good any such damage or injury.

**INSURANCE**

- 4.0) The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$2,000,000, (two million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Quotation.
- 4.1) The Municipality shall be included as "additional insured" on the successful Bidder's insurance policy.



**PAYMENT**

- 5.0)** All Invoices submitted by the Contractor must show the project name, the Project reference number and the Contract administrator's name.
  
- 5.1)** Change orders will only be processed if submitted with a change order notice signed by the contract administrator.
  
- 5.2)** Only original copy of invoices will be processed for payment.
  
- 5.3)** Invoices must indicate the cemetery site and a detailed breakdown of services.

**BACKGROUND**

- 1.0)** The Municipality of West Nipissing is responsible for eight (8) cemeteries within its boundaries. All of these cemeteries are the subject of this RFQ and are listed in Appendix “A.”
- 1.1)** All cemetery operations are governed by the *Funeral, Burial and Cremation Services Act, 2002* (FBCSA), and Municipality of West Nipissing By-law 2012-37, as amended, being a by-law to adopt rules and regulations for cemeteries. Bidders should make themselves familiar with these documents in order to have a sound understanding of the stringent rules and regulations governing cemeteries in Ontario.

**SCOPE**

- 2.0)** The regular maintenance requirements of the Municipality’s eight (8) municipally operated cemeteries are detailed in the attached Appendix “B” – Municipality of West Nipissing Cemetery Maintenance Guidelines.
- 2.1)** The opening and closing requirements of all graves/niches for interments in the Municipality’s cemeteries are detailed in the attached Appendix “C” – Municipality of West Nipissing Interment Guidelines.
- 2.2)** It is the responsibility of the successful Bidder to provide all resources and equipment necessary for the execution of all duties under this contract unless otherwise stated.

**ABILITY AND EXPERIENCE**

- 3.0)** It is not the purpose of the Municipality to award this contract to any Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work to ensure acceptable performance and completion of the work.
- 3.1)** Bidders must attach to the quotation form:
- i. A list of references that may be contacted, and,
  - ii. A list of equipment (owned or available for use) that will be used to execute the requirements of the contract

**EQUIPMENT**

- 4.0)** Upon being notified that the Bidder is the successful bidder, the Bidder will have seven (7) days to produce equipment that meets the above requirements. If the Bidder is unable to supply the equipment in time, the Municipality has the right to consider other bidders.
- 4.1)** The equipment must be in satisfactory running condition and be available for service for the durations of the agreement.

- 4.2)** During the course of this agreement, the equipment must be made available for inspection upon two (2) days notification at any time after the contract award.
- 4.3)** If the equipment does not pass the Municipality's inspection, the Bidder will have seven (7) days to correct the noted deficiencies for re-inspection. If the Bidder fails to correct the deficiencies with the specified time, the Municipality will have the right to terminate this agreement.
- 4.4)** In the event that the equipment is mechanically unavailable during the course of the agreement, the Bidder will notify the Municipality representative of the nature of the breakdown and the estimated down time. This shall be done immediately upon becoming aware of the problem, regardless of whether the equipment is in service for the Municipality or not.

**SELECTION**

- 5.0)** The acceptance of a Quotation will be contingent upon, however not limited to, the following considerations:
- i.** Ability to meet all specification requirements (adequate equipment)
  - ii.** Demonstrated ability and experience
  - iii.** Best value for the Municipality
  - iv.** Completion of or willingness to undertake the Grave Excavation and Shoring Program facilitated by The Ontario Association of Cemetery and Funeral Professionals (OACFP), or a similar program, will be considered an asset

Bidders without demonstrated relevant experience, as confirmed by the references, will be disqualified. Bidders without adequate equipment will be disqualified. The Municipality of West Nipissing is not obligated to award the service contract to the lowest or any bidder. The Municipality reserves the right to reject any or all proposals. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal as well any expenses incurred by the Bidder in the preparation of the proposal submission are entirely the responsibility of the Bidder and will not be charged to the Municipality.

- 5.2)** For the purposes of this request for quotation, the Municipality has assumed the numbers of interments based on historical data.



**APPENDIX "A"**

**MUNICIPALITY OF WEST NIPISSING MUNICIPALLY OPERATED CEMETERIES**

CEMETERY	LOCATION	STATUS	ACRES
<b>CACHE BAY CEMETERY</b>	845 Thibeault Road, Cache Bay, ON Part of Lot 9, Con. 2, Springer Twp. Roll 48-52-040-003-14100	Active	5.2 Ac
<b>FIELD CEMETERY</b>	13700 Highway 64, Field, ON Part Lot 15, Con. 6, Township of Field Roll: 48-52-070-002-06300	Active	3.21 Ac
<b>NIPISSING &amp; FIRST CEMETERY</b>	Corner of First and Nipissing Street, Sturgeon Falls Part of Block C, Plan 12 Roll: 48-52-010-004-00400	Inactive	1 Ac
<b>NOTRE DAME DE LA VISITATION / THE VISITATION OF THE BLESSED VIRGIN MARY (LAVIGNE)</b>	Caron Road, Lavigne Part of Lot 2, Con. 4, Twp. Macpherson.... Roll: 48-52-100-001-24100	Active	2.53
<b>ST-AIDEN'S CEMETERY</b>	East Road, North Monetville, ON Part Lot 11, Con. 6, Falconer Twp. Roll: 48-52-080-001-16700	Inactive	1.00 Ac
<b>SUNNYRIDGE CEMETERY</b>	238 Sunnyridge Road, Verner, ON Part Lot 2, Con. 3, Twp. Hugel Roll: 48-52-120-001-09800	Active	1.01 Ac
<b>VERNER CEMETERY</b>	165 Highway 575, Verner, ON Part Lot 9, Con. 5, Twp. Caldwell Roll: 48-52-060-001-58200	Active	4.46 Ac
<b>WEST SIDE CEMETERY</b>	850 Deer Lake Road, Warren Part of 6, Con. 3, Twp. Hugel Roll: 48-52-120-001-13125	Inactive	0.50 Ac

**PLEASE NOTE:** Total acreage represents total land holding and is not necessarily the developed area to be maintained. Bidders should satisfy themselves as to the area to be maintained.

## **APPENDIX “B”**

### **MUNICIPALITY OF WEST NIPISSING CEMETERY MAINTENANCE GUIDELINES**

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#### **Maintenance**

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- 1.1) The successful Contractor shall attend all cemeteries regularly, including the winter vault areas and maintain in good repair and free of debris, the properties up to fence lines, ravines, and the road’s edge. This includes removing dead grass, paper, branches and other refuse, and making any minor repairs as necessary.
- 1.2) Sunken graves require immediate filling and reseeding. The municipality will supply sufficient earth, on site, for the repair of sunken graves.
- 1.3) Hedges, shrubs, trees, etc., around cemetery perimeters shall be pruned throughout the season to maintain the aesthetics of the properties and enable clear access for interment and maintenance equipment.
- 1.4) Maintain all fences and gates forming part of the cemeteries in a state of neatness and good repair.
- 1.5) The winter vaults shall be maintained in a clean and tidy manner, as necessary.
- 1.6) Cemetery maintenance shall not be conducted while an interment/service is underway.
- 1.7) Any roadway repairs, unsafe conditions, vandalism, damage or major repairs must be reported to the Clerk immediately.
- 1.8) Equipment shall not be operated after a rain or at any time when the earth is soft enough to be damaged by the successful Contractor’s operations. If soil conditions are sufficiently soft to cause wheel tracking, the successful Contractor shall not operate equipment until soil conditions improve.

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#### **Grass Cutting and Trimming**

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- 2.0) Except for St. Aiden’s Cemetery, all grass areas must be cut consistently to a height of no less than four (4) centimeters before it reaches a height of ten (10) centimeters (measured against blades of grass not weeds). Due to remote location, St. Aiden’s cemetery shall be cut twice during each season only.
- 2.1) Immediately after each mowing, trim all grass including weeds along building walls, monuments, fences, paths, roadways, flowerbeds, trees and shrubs. All trimming must accomplish the same height of cut as the adjacent turf areas
- 2.2) Areas adjacent to municipal roadways including ditches shall be trimmed to a level to ensure clear access and visibility

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**Garden Plots /Columbarium Area(s)**

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- 3.0) Weed and prune, throughout the season.
- 3.1) Sweep pathways.
- 3.2) Remove unpermitted decorative items.

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**Garbage and Litter**

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- 4.0) Pick-up all litter up to the road's edge and empty garbage containers on a regular basis.

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**Monuments**

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- 4.1) attend to the straightening of monuments, where reasonable, and reset them flush with the ground. It is understood that this service shall be discretionary, depending on the size, weight and state of the monument/marker and shall be carried out in consultation with the Clerk.

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**Lot Decorations**

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- 5.0) Permitted and prohibited Lot decorations shall be as set out in the Cemetery By-law.
- 5.1) The successful Contractor shall, as part of their regular maintenance activities, remove and dispose of prohibited lot decorations.

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**Materials Charges**

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- 6.0) The Municipality shall pay for the following as part of the regular maintenance requirements of its municipal cemeteries under contract:
  - i) Topsoil;
  - ii) Grass Seed;
  - iii) Such other materials approved by the Clerk.
- 6.1) The Clerk must approve all such materials and charges prior to purchase.

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**Unsafe Monuments**

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- 7.0) To comply with the *Funeral, Burial and Cremation Services Act, 2002 (FBCSA)* and for the safety of visitors to the cemeteries, all efforts must be made to remove any known hazards. Unstable monuments pose such a hazard and shall be checked on a monthly basis.
- 7.1) If a monument is found to be unsafe and poses an inherent risk of toppling over or causing serious injury it should be dismantled and set on the ground immediately. Any actions in this regard shall be communicated with the Clerk immediately.



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**Internal Roadways**

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- 8.0) Internal roadways are graded as required by the Municipality of West Nipissing Public Works Department. Occasional filling of “pot-holes” may be required from time-to-time by the successful Contractor.

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**Additional Work**

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- 9.0) Additional work may be assigned at the quoted price per hour. These works include, but are not limited to, staking lots for monument installation, removing corner markers, probing, etc. Timing for completion and estimated number of hours will be agreed upon in advance.

## APPENDIX "C"

### MUNICIPALITY OF WEST NIPISSING INTERMENT GUIDELINES

#### Interments – In-Ground Full and Cremated Remain Interments

- 1.0) No interment shall take place during the winter season, which shall generally be considered to be the months of November through April inclusive.
- 1.1) All requests and arrangements for interments must be approved through the Clerk's office. The successful Contractor will receive notification through an "Interment Order Form".
- 1.2) Funeral establishments are prohibited from making these arrangements on behalf of the Municipality.
- 1.3) Upon receipt of the "Interment Order" the successful Contractor 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).
- 1.4) 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.
- 1.5) The successful Contractor locates the grave on the grounds by using the mapping attached to the "Interment Order" together with any large-scale 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 Contractor 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.**
- 1.6) Plywood shall be laid out in order to prevent damage to sod in the area due to heavy equipment or vehicles.
- 1.7) Lot adornments and monuments or markers shall be carefully removed if necessary and replaced in proper location when interment is complete.
- 1.8) Remove sod in a fashion that will enable it to be replaced once the interment is complete.
- 1.9) Excavate grave to a necessary depth to ensure that remains are buried a minimum of five (5) feet for full burials and two (2) feet for cremated remains, beneath the natural level of the ground surface and to a length and width that will easily accommodate the dimensions of the casket, vault or urn as necessary.
- 1.10) 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 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.).
- 1.11) 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.

- 1.12) Cover opening with planks and plywood as necessary to ensure the safety of the location.
- 1.13) Installation of lowering devices and decorative grasses are not the responsibility of the successful Contractor under this contract.
- 1.14) 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). Apply seed if necessary.
- 1.15) 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.
- 1.16) On occasion, the family may wish to see the casket lowered and the grave filled in, this is acceptable, but not encouraged, they may, however, be permitted to do so, at the discretion of the Contractor, provided that all necessary steps to ensure their safety are taken into consideration.

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### **Columbarium (Niche) Interments**

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- 2.0) All requests for niche openings must be approved through the Clerk's office. The successful Contractor will receive notification through an "Interment Order Form".
- 2.1) Funeral establishments are prohibited from making these arrangements on behalf of the Municipality.
- 2.2) Upon receipt of the "Interment Order" the successful Contractor 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).
- 2.3) The successful Contractor then locates the niche within the Columbarium by using the mapping attached to the "Interment Order" together with any other mapping provided by the Municipality.
- 2.4) All niches must be opened a minimum of fifteen (15) minutes and a maximum of thirty (30) minutes prior to any scheduled interment.
- 2.5) By using the key provided by the Municipality to remove the granite shutter and opening the inner door with the key supplied by the Municipality. The granite shutter should be carefully stored for the duration of the service.
- 2.6) Clean any debris from inside the niche and wipe clean.
- 2.7) Cremated remains will be placed inside the niche during the service.
- 2.8) Following the service, re-lock the inner door and re-install the granite shutter.