

**REQUEST FOR QUOTATION**

**CEMETERY MAINTENANCE**

**2026-2027**

**Quote No.**

**2026-027**

**Bid Closing: May 1, 2026**

**Joie de vivre**



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



West Nipissing Quest

**MUNICIPALITY OF WEST NIPISSING**  
**RFQ Cemetery Maintenance - 2026**

**SECTION 1.0**  
**INSTRUCTION TO BIDDERS**

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**REQUEST FOR QUOTES**

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The Municipality of West Nipissing is seeking quotations for the regular maintenance of eight (8) municipally operated cemeteries (herein referred to as “maintenance”)

The term of the contract shall be for a period of two (2) years (2026 and 2027) with an optional renewal of one (1) additional year (2028) 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



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**BID SUBMISSION**

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- 1.0) Bids must be returned in a sealed envelope clearly marked “Cemetery Maintenance Services” complete with Bid reference number to Municipal Clerk, Municipality of West Nipissing, 101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1, before **2:00pm** (local time) on **May 1, 2026** (the “Official Closing Time”).
- 1.1) Bids will be deemed to have been received when a Municipality representative has stamped the envelope with the time and date of receipt with the time clock located at the Services counter. The time clock located at the services counter is the official timepiece. Bids not received at the Services counter will not be considered.
- 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) 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 respondents will be notified and the owner will not be liable to any tenderer in preparing the bid, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Respondents 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).
- 1.6) Respondents 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 tender documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7) Partial or incomplete bids will not be considered.
- 1.8) In case of a corporation that has a corporate seal, the corporate seal shall be affixed to the bid form.

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**QUESTIONS AND CLARIFICATIONS**

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- 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 tender title and tender reference number.



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- 2.1)** Enquiries will be received up to noon local time on **April 24, 2026**. Enquiries received after the date and time noted will not receive a response.

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**BID OPENING**

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- 3.0)** Submissions will be opened immediately after Bid Closing time. Only the names of the Respondent and price will be disclosed.
- 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.

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**ADJUSTMENT OR WITHDRAWAL OF BIDS**

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- 4.0)** Adjustment by telephone, facsimile or letter for a submission already received will not be considered. A respondent desiring to make adjustment to a submission must withdraw the submission and/or supersede it with another offer.
- 4.1)** Respondents may withdraw its submission 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 respondent's duly authorized signing officer;
- 4.2)** Submissions may not be withdrawn after the closing time.

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**EXAMINATION OF SITE CONDITIONS**

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- 5.0)** It is the responsibility of the respondent before submitting a response to carefully examine the site of the proposed work. Respondents 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 respondent 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 tender

documents and the respondents 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 Respondent 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 Respondent require more information or clarification on any point, it must be obtained in writing prior to the submission of the Quote.

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#### **DOCUMENT DISCREPENCIES AND OMISSIONS**

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- 6.0)** Respondents are responsible to review the request for bid documents and to verify they are complete. If the respondent finds discrepancies or omissions from the drawings, specifications and other documents, the respondent 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 tender closing date. Any required correction, addition, deletion or revision to the tender documents will be by written addenda to the tender documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

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#### **INSURANCE**

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- 7.0)** The successful respondent shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner a copy of certificates attesting to the fact that the required policies of insurance as outlined in General Conditions have been obtained by the respondent.

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#### **PRE-QUALIFICATION OF CONTRACTOR**

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- 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.
- 8.1)** No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Respondent is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-respondents will be required to abide by all the requirements of the Quotation document as though the primary successful Respondent (Insurance, WSIB, Health & Safety Policy, etc.). The Respondent agrees to bind every sub-respondent by the terms of the Quotation documents as far as it is applicable to their work.



**Quote Form: Cemetery Maintenance**

- 1.1) I/we recognize the right of the owner to reject any and all bids for any reason without explanation and that the lowest bid 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) 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.
- 1.6) I/we agree to furnish the following information in addition to the signed contract, all within ten (10) days from the date of acceptance.
  - i) Shall deliver to the owner a certificate of insurance as specified in the bid document.
  - ii) Shall deliver to the owner H&S manual, WSIB certificate and MSDS sheets as specified in the bid document



**FORM OF BID**

Having carefully examined the site and all conditions affecting the proposed work as well as the Bid Document including the 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:

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	<b>Quote</b> (HST excluded)
<b>Year 1 (2026)</b>	
<b>Year 2 (2027)</b>	
<b>Total Year 1 + 2</b>	



**Signatures:**

Contractor full business name:

\_\_\_\_\_  
\_\_\_\_\_

Contractor full business mailing address:

\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_, 2026

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.

<b>Customer #1</b>	
<b>Contact (including telephone #)</b>	
<b>Additional Comments (optional)</b>	
<b>Customer #2</b>	
<b>Contact (including telephone #)</b>	
<b>Additional Comments (optional)</b>	
<b>Customer #3</b>	
<b>Contact (including telephone #)</b>	
<b>Additional Comments (optional)</b>	

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





**HEALTH & SAFETY**

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- 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) 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.
  
- 1.5) 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.
  
- 1.6) Supervision:** Contractor shall comply with OHSA regulations.
  
- 1.7) WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

**WORKMANSHIP**

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- 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) In the event that any person employed by the successful Contractor in connection with the service arising out of this Quotation gives, in the opinion of the Municipality, just cause for complaint, the successful Contractor upon notification by the Municipality in writing, shall not permit such person to continue in any future service arising out of this Quotation.
- 2.2) Workmanship shall be of the best quality, executed by workers qualified, experienced and thoroughly skilled in the respective duties for which they are employed.
- 2.3) Decision as to the quality or fitness of workmanship in case of any dispute rests solely with the contact administrator, whose decision is final.
- 2.4) Contractor will be informed about any unsatisfactory performance, as identified by the Manager of Public Works, and given a reasonable opportunity to remedy. Unresolved unsatisfactory performance issues may result in termination of the remainder of the contract.
- 2.5) 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.

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**PROTECTION OF WORK & PROPERTY**

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- 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.

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**INSURANCE**

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- 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**

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- 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.

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**BACKGROUND**

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- 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. Respondents should make themselves familiar with these documents in order to have a sound understanding of the stringent rules and regulations governing cemeteries in Ontario.

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**SCOPE**

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- 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) It is the responsibility of the successful Respondent to provide all resources and equipment necessary for the execution of all duties under this contract unless otherwise stated.

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**ABILITY AND EXPERIENCE**

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- 3.0)** It is not the purpose of the Municipality to award this contract to any Respondent 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) Respondents must attach to the quotation form:
- i) A list of professional 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

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**EQUIPMENT**

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- 4.0)** Upon being notified that the Respondent is the successful bidder, the Respondent will have seven (7) days to produce equipment that meets the above requirements. If the Respondent 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 Respondent will have seven (7) days to correct the noted deficiencies for re-inspection. If the Respondent 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 Respondent 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.

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**SELECTION**

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- 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
  - ii) Ability and experience
  - iii) Best value for the Municipality

A combination of quality, experience and price will determine the successful firm. The Municipality of West Nipissing is not obligated to award the service contract to the lowest or any firm. The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent 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 Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the Municipality.

**APPENDIX "A"**

**MUNICIPALITY OF WEST NIPISSING MUNICIPALLY OPERATED CEMETERIES**

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

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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 Respondent shall, as part of their regular maintenance activities, remove and dispose of prohibited lot decorations or any broken or dilapidated lot decorations. In the event that any lot decoration cannot be easily removed (decorative stone work, etc.), the Respondent shall notify the Clerk immediately.
  - 5.2) The successful Respondent shall, as part of their regular maintenance activities, remove and dispose of dead floral arrangements;
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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 and maintained, as required, by the Municipality of West Nipissing Public Works Department.

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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, minor fencing repairs, branch and tree removal on lots and overhanging perimeter.