

# Request for Quotation (RFQ)

RFQ-20232023FCEM004

**FOOTHILLS CEMETERY EXCAVATION SERVICES  
(Contract)**

**Submission Package**



Date of Issue: August 10, 2023

Submission Due: **September 8, 2023** *2:00pm local time*

Posted August 10, 2023

**Reference:** Request for Quotation (RFQ)  
**RFQ-2023FCEM004 Foothills Cemetery Excavation Services (Contract)**

**Location:** Foothills Cemetery  
Location: Plan 741 0743 BLK A 1 SE 18-20-02 W5 Rural Address 176044 402 Ave. W  
West of the Town of Diamond Valley.

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Foothills County as the operating manager of the of the Foothills Cemetery and under the direction of the Foothills Cemetery Board is seeking quotations for Excavation Services.

Firms able to commit the necessary manpower and equipment for this contract must submit a digital copy of their submission to Johanna Kortenschyl-Allan, Community and Recreation Coordinator at [Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca](mailto:Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca) no later than **September 8<sup>th</sup>, 2023 2:00pm local time.**

Submissions by email with the subject line **RFQ-2023FCEM004–EXCAVATION Submission** to include a title page with the RFQ number; letter of introduction; proponent qualifications; and completed submission package.

Once submitted, RFQs will be reviewed with a contract and/or contracts being awarded. Successful proponent(s) to enter into contract service(s) agreement(s) with Foothills County and availability for as needed services commencing on **October 15, 2023.**

#### **SITE TOUR**

*A mandatory tour of the Foothills Cemetery will be held on **August 29, 2023 at 9:00 am** for Excavation proponents. Registration is required by sending an email to [Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca](mailto:Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca) no later than 9:00 am on August 28, 2023. The email subject line to include **FCEM – Site Visit EXCAVATION and Company Name**. Details in the body of the email to include the proponent’s company name and the names of the company representatives who will be attending. Appropriate footwear is required for this tour. Copies of the RFQ package will not be available during the tour.*

#### **INQUIRIES**

Email inquiries to Candace Rogers, Cemetery Specialist [cemetery@FoothillsCountyAB.ca](mailto:cemetery@FoothillsCountyAB.ca) ,with subject line **FCEM – EXCAVATION QUESTION and Company Name**

All inquiries to be emailed and received by Foothills County before **August 31, 2023 at 12:00pm.**

Foothills County may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on [www.purchasingconnection.ca](http://www.purchasingconnection.ca) and [www.foothillscountyab.ca](http://www.foothillscountyab.ca) or may choose not to reply to any inquiry.

## SCOPE OF WORK

The successful proponent(s) will be among the Prime Contractor(s) for the scope of work for the year round as needed Excavation Services for the opening and closing of full-sized graves and cremation plots for interment and disinterment; and may include limited grounds work such as monument leveling and minor grounds work to include repairs due to damage. Successful proponent(s) are required to enter into a contract services agreement.

## CONTRACTOR QUALIFICATIONS

- Must hold an active, or be able to obtain a Foothills County Business Licence.
- Must possess a valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR).
- Contractor must be in good standing with WCB. All employees of contractor's company must have WCB coverage.
- Hold and maintain **general liability insurance** in an amount not less than **\$5,000,000** inclusive per occurrence with the Foothills Cemetery Board, Foothills County, Town Diamond Valley, and Royal Canadian Legion Branch #78 as additional insured.
- Hold and maintain **automobile liability insurance** on all vehicles owned, operated or licensed in the name of the Contractor (or Sub-Contractor) in an amount not less than **\$5,000,000**.
- Have 5-10 years of cemetery excavation experience.
- Access to, but not limited to: experienced equipment operators (5-10 years); a rubber tired backhoe; rubber tracked skid-steer; rubber tracked mini excavator; a dump truck; and any other necessary equipment to perform the excavation of full size grave plots and cremation plots.
- Ability to rip frozen ground for excavation.
- Ability to remove overburden from cemetery between opening and closing of plot.
- Gravel not to be used in backfilling.
- Ability to mobilize with two (2) days notice to provide grave site opening excavation within 24 hours of interment; and to provide closing of the grave site immediately after interment.
- Provide mindful services with every effort to avoid disturbance and damage to surrounding plots and monuments.

## CONDITIONS

The items shown in this RFQ may not be complete and are only being used for the purpose of comparing quotations.

The prices quoted shall bear a proper relationship to the value of the work provided. **Rates for individual services are to be submitted line by line as per the schedule of rates template (attached).**

**Foothills County reserves the right to:**

1. Accept or reject any or all quotations and to waive irregularities and informalities at its discretion;
2. Accept a quotation other than the lowest quotation without stating reasons;
3. Enter into negotiations with bidders on any or all aspects of their quotation;
4. Accept any quotation in whole or in part without prior negotiation;
5. Cancel and / or re-issue the RFQ at any time;
6. Cancel or place a hold contract progress or completion based on Provincial approvals.

7. Retain funds in accordance with the “Builder’s Lien Act”
8. Award one or more contracts, and;
9. Retain all quotations submitted in response to this RFQ.

By submitting its quote, the proponent waives any right to contest, in any legal proceeding or action, the right of Foothills County to award the work to whomever it chooses in its sole and unfettered discretion and for whatever Foothills County deems appropriate. Without limiting the generality of the foregoing, Foothills County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Any past experience with the proponent, or lack thereof;
2. The results of any reference check done by the Municipality;
3. Information relating to the financial state of the Bidder, however obtained;
4. Notification requirement for as needed contract services;
5. Availability to commence as needed contract services.

Contractor’s GST Number : \_\_\_\_\_ ( mandatory)

Contractor’s WCB Number : \_\_\_\_\_ ( mandatory) \*

Contractor’s COR/SECOR Number : \_\_\_\_\_ ( mandatory)

**\*All employees of the contractor must have W.C.B. coverage.**

**Special Note:** A valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) is a mandatory requirement attribute under this proposal. The Contractor shall be recognized as the Prime Contractor and assume all responsibilities of the Prime Contractor for the work zone as defined in the Alberta’s Occupational Health and Safety Act.

**Provide cemetery and other project work information that relates to this RFQ:**


### Schedule of Rates for Excavation Services

Two (2) days notice to provide grave site opening excavation within 24 hours of interment and closing of grave site immediately after interment.

<b>Foothills Cemetery</b>				
	Monday to Friday	Saturday/ Sunday	Statutory Holiday*	24 Hour Short Notice**
<b>Full Size Plot Open and Close - Up to 5'x8'x6'</b>				
Open and Close (Frost Free)				
Open and Close (Frozen Ground)***				
Closing after 6pm surcharge				
<b>Cremation Open and Close - Up to 20"x20"x24"</b>				
Open and Close (Frost Free)				
Open and Close (Frozen Ground)***				
Closing after 6pm surcharge				
<b>Children's Section (0-3yrs) – Up to 2.5' x 5'x 6'</b>				
Open and Close (Frost Free)				
Open and Close (Frozen Ground)***				
<b>Other Services</b>				
Redress Plot				
Level Monuments				
Disinterment				
General Grounds Work				
Emergency General Call Out				
<b>ADDITIONAL COMMENTS</b>				
Rates +GST * Statutory Holiday Rate applies to any contract services provided on a Statutory Holiday or Weekend including Statutory Holiday. ** Faith based burials may require interment within 24 hours. *** Frozen Ground rate is in effect from November 1 <sup>st</sup> to March 31 <sup>st</sup> of each year.				

**References:**

<b>Work Reference (company)</b>	<b>Contact Name (person)</b>	<b>Phone Number and email address</b>	<b>Work Performed</b>

**Subcontractors that may be used in performing excavation services**

<b>Subcontractor</b>	<b>Contact Name (person)</b>	<b>Phone Number and email address</b>	<b>Work Performed</b>

**Applying Contractor Contact Information:**

Contractor Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Position: \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE:

The personal information collected under Section 33of the FOIP Act will be used in regards to this Request for Quotation. If you have any questions please contact Foothills County @ 403 652 2341.