



Request For Quotation

Reference Number: 2026FCEM001 - Foothills Cemetery Grounds Maintenance (Contract)

Location: Foothills Cemetery *(managed by Foothills County)*
Location: SE 18-20-2 W5M, 176044 402 Ave W, Foothills County
West of the Town of Diamond Valley

The Foothills Cemetery Board oversees the Foothills Cemetery with Foothills County as the managing partner that provides administration and operations. Foothills County, on behalf of the Foothills Cemetery Board is seeking quotations from qualified and experienced contractors who can provide Grounds Maintenance and small project work in the Foothills Cemetery.

Firms able to commit the necessary manpower and equipment for this contract are to submit their digital quote by email to Johanna Kortenschyl-Allan, Community and Recreation Coordinator at johanna.kortenschyl-allan@FoothillsCountyAB.ca no later than **March 12, 2026 at 12pm local time** with subject line **2026FCEM001 – quote – Company Name**.

ELECTRONIC SUBMISSION ONLY

An on-site tour is scheduled for **March 10rd, 2026** at 11 am in the Highlands of Foothills Cemetery. Attendance is mandatory. Register to attend johanna.kortenschyl-allan@FoothillsCountyAB.ca by **March 6, 2026 at 12pm local time** with subject line **2026FCEM001 – On Site Tour – Company Name**.

Quote to include information about the company and the completed the submission package. Any Addenda to the submission package will be posted on the Foothills County Website FoothillsCountyAB.ca.

For clarification regarding the submission package or scope, contact Johanna Kortenschyl-Allan, Community and Recreation Coordinator, Foothills County by email: johanna.kortenschyl-allan@FoothillsCountyAB.ca

Once submitted, quotes will be reviewed with a contract and/or contracts being awarded by March 31st, 2026. Successful firm(s) will be required to enter into contract service agreement(s) with Foothills County for an anticipated availability of services commencing **May 1, 2026** or earlier pending weather and ground conditions.

SCOPE OF WORK

The successful contractor(s) will be the Prime Contractor(s) for the scope of work for Spring Clean Up from May 1 or earlier (weather dependent) and grounds maintenance during the months of May (prorated) to August (pending weather) as well as any other projects approved by the municipality for additional site work in Foothills Cemetery. Contract length to be determined based on experience and evaluation of the submission package.

CONTRACTOR QUALIFICATIONS

- Must hold an active or willingness to obtain a Foothills County Business Licence before April 1, 2026.
- Must possess a valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). An equivalent OHS safety program *may* be considered.
- Contractor must be in good standing with WCB. **The Contractor's company must provide WCB coverage for all company owners and employees working on site.**
- 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 (including Councillors and employees), Town of Diamond Valley (including Councillors and employees) as additional insured.
- Hold and maintain **automobile liability insurance** on all vehicles owned, operated, leased, or licensed in the name of the Contractor (or Sub-Contractor) in an amount not less than **\$5,000,000**.
- Have access to but not limited to the necessary equipment required to maintain the cemeteries.
- Have experienced equipment operators to provide detailed care and maintenance of tight spaces in the cemeteries.
- Successful proponent(s) are required to enter into contract services agreement(s) and provide proof of qualifications.

CONDITIONS

The items shown in this submission package 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 proponents 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 submission request 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;
9. Retain all quotations submitted.

By submitting its quotation, 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 proponent, however obtained;
4. Notification requirement for as needed contract services;
5. Availability to commence as needed contract services.

2026FCEM001

Submission Package for Foothills Cemetery Grounds Maintenance (Contract)
for Foothills Cemetery located at 176044 402 Ave W, Foothills County

COMPANY INFORMATION

Contractor Business Name:

Contact Name:

Contact Position:

Contact Phone Number(s):

Contact email:

Contact Mailing Address:

GST Number:

WCB Number (mandatory):

COR/SECOR Number(mandatory):

Expiry: _____

Foothills County

Business Licence Number (mandatory):

*** The Contractor's company must provide WCB coverage for all company employees working on site.**

Special Note: A valid Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) is a mandatory requirement attribute under this proposal. An equivalent safety program that complies with OHS may be considered. The Contractor shall be recognized as the Prime Contractor and assume all responsibilities of the Prime Contractor as defined in the Alberta's Occupational Health and Safety Act.

References:

Work Reference (company)	Contact Name (person)	Phone Number and email address	Work Performed

AUTHORIZED COMPANY REPRESENTATIVE SIGNATURE

DATE:

The personal information collected under Section 33c of the FOIP Act will be used in regards to this submission package. If you have any questions please contact Foothills County at 403 652 2341.

2026FCM001

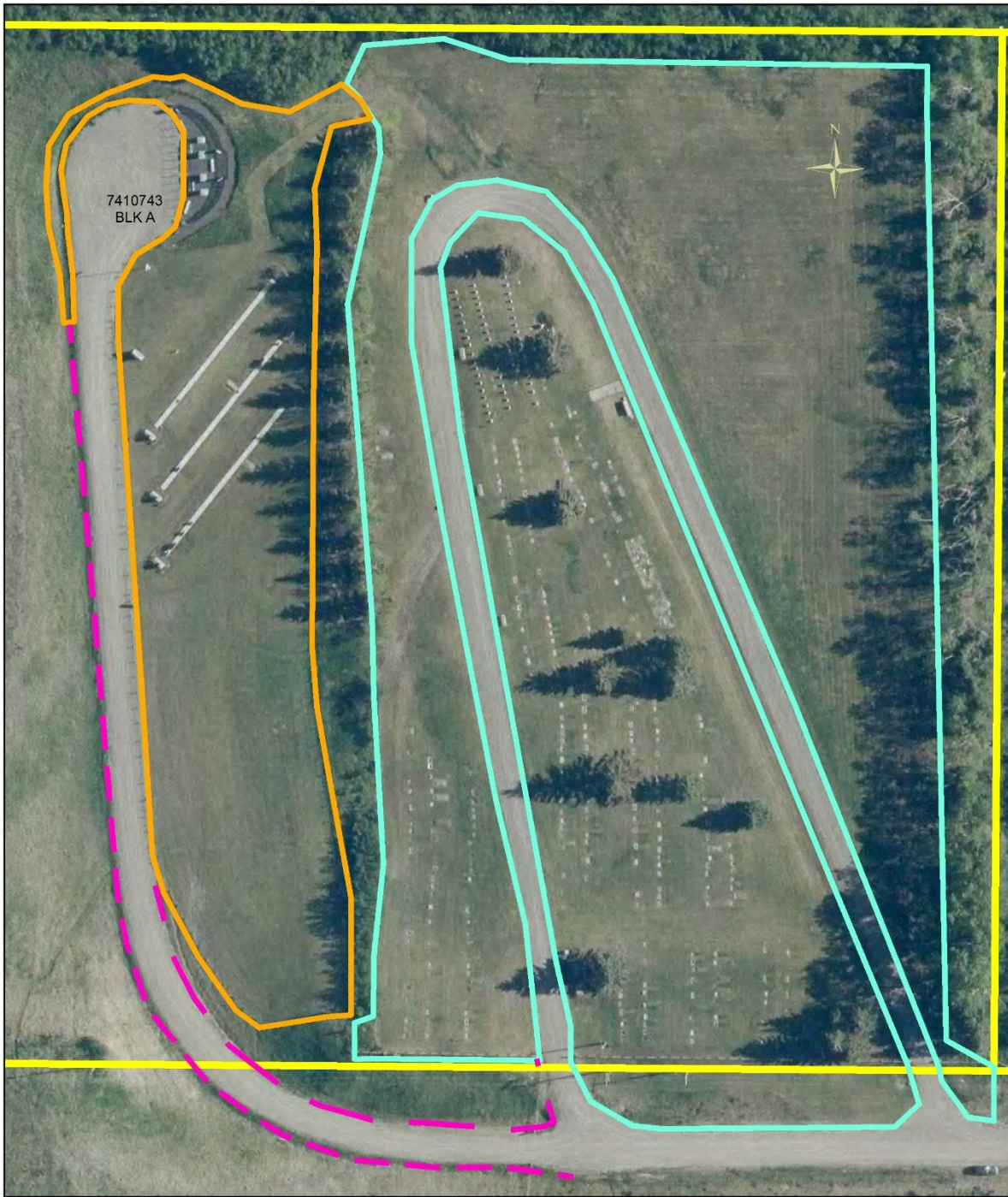
Submission Package for Foothills Cemetery Grounds Maintenance (Contract)
 Foothills Cemetery is located at 176044 402 Ave W, Foothills County

Submitted Schedule of Rates

Foothills Cemetery		
Services to include:		
<ul style="list-style-type: none"> • Weekly cutting of grass May to end of August, including trimming around monuments, concrete pads, benches, trees/shrubs, internal roads/ditches, fence posts, and other furnishings. • All clippings removed from cemetery, concrete surfaces, and monuments. • Weekly removal of litter from turf and gardens; waste to be removed from cemetery. • Weekly weeding of gardens; weeds to be removed from cemetery. • Weed spraying in coordination with Foothills County. • Fertilizing in coordination with Foothills County. • Tree and shrub maintenance in coordination with Foothills County. • All tree trimmings and storm damage materials to be removed from cemetery. 		
		Rates
		Foothills Cemetery
Maintenance Items:		
Spring Clean Up May 1 or earlier (includes first cut)	\$ _____	
Cost per month (June, July, August) (Month of May prorated if second cut needed)	\$ _____/month	
Fall Final Clean-up/cut September (if needed)	\$ _____	
Other Services:		
Availability for other small projects by quote?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
General Grounds Work or Storm Damage/hour	\$ _____/hour	
Weed Spraying (certified and cost /hour)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____/hour
Fertilizing (cost /hour)	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____/hour
Availability for other small projects by quote	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Call Out cost/hour	\$ _____/hour <input type="checkbox"/> No	
Is your company the sole provider of these services?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, provide subcontractor details
Does your company meet the insurance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Equipment:		
Please attach company equipment list		

Rates +GST

Foothills Cemetery Maintenance Areas



- Legend**
- Traditional Section
 - Highlands
 - - - Roadside Trim Only

Not Survey Quality
 Scale Approximately
 1:1,000



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Data Sources Include Municipal Records and AltaLIS.
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Note: All shrubs and trees areas inside of Yellow fence line may be subject to storm clean up.
 Shrubs and trees within Highlands and Traditional Section are subject to general trimming in coordination with Foothills County.