



**REQUEST FOR QUOTATION
July 22, 2026**

**FOR
RFQ 2026FCM002
FOOTHILLS CEMETERY EXCAVATION SERVICES
(CONTRACT)**

**FOOTHILLS COUNTY
High River, Alberta**

**CLOSING DATE:
August 4, 2026 at 12 noon (Local Time)**



Reference Number: RFQ - 2026 - FCEM002 - Foothills Cemetery Excavation Services (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

Introduction:

The Foothills Cemetery Board oversees the Foothills Cemetery with Foothills County as the managing partner providing administration and operations. Foothills County, on behalf of the Foothills Cemetery Board is inviting quotations from qualified and experienced contractors who can provide Excavation Services in the Foothills Cemetery with the potential for small groundworks projects.

Inquiries

Questions regarding this Request for Quotation ("RFQ") are to be submitted in writing and received before August 4, 2026 and should be directed to:

Johanna Kortenschyl-Allan, Community and Recreation Coordinator
E-mail: johanna.kortenschyl-allan@FoothillsCountyAB.ca

Foothills County may circulate its response to any inquiries to all respondents, along with the original inquiry and may post such response and the original inquiry on the Foothills County Website www.FoothillsCountyAB.ca or may choose not to reply to any inquiry.

Submission of Quotations

Firms able to commit the necessary manpower and equipment for this contract are to submit their digital quote by email to:

Foothills County
Attention: Johanna Kortenschyl-Allan, Community and Recreation Coordinator
E-mail: johanna.kortenschyl-allan@FoothillsCountyAB.ca
Subject line: **RFQ – 2026 - FCEM002 – Quote – Company Name.**

Quotations to be received by Foothills County on or before:

August 4, 2026 at 12 noon (Local Time)
Submissions must be digital and by email only.

Your quotation must include detail pricing and information addressing all the requirements set out in Schedule A – Service Requirements. Foothills County is not responsible for any submissions not received for any reason, such as, but not limited to, incorrectly used email, server issues, or spam filters.

Site Tour

A tour of the Foothills Cemetery will be held on July 30, 2026 at 2pm for respondents. Attendance is required and registration is necessary by sending an email to johanna.kortenschyl-allan@FoothillsCountyAB.ca no later than 8am on July 30, 2026. The email must include the responding company's 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.*

Form of Agreement

Foothills County expects to enter into its standard Site Services Agreement with the successful respondent in the form attached to this RFQ as Schedule B – Form of Site Services Agreement.

Legal Framework

This RFQ is not a tender, is not subject to the laws of competitive bidding and is not subject to the New West Partnership Trade Agreement or the Agreement on Internal Trade. No bid contract or agreement is created by the submission of a quotation. Foothills County is not responsible for any costs that you incur in responding to this RFQ.

Conflict of Interest Disclosure

Interested parties are expected to disclose any actual or potential conflicts of interest that may exist between your firm and its management, and Foothills County, its members of Council and management, and the nature of such conflict of interest. If an interested party has no such conflict of interest, a statement to that effect should be included in its response to this RFQ.

Foothills County employees are ineligible to participate, directly or indirectly, with any Site Services Agreement.

Confidentiality

Interested parties are expected to keep confidential all documents, data, information and other materials of Foothills County which are provided to or obtained or accessed by them in relation to this RFQ, other than documents which Foothills County places in the public domain.

Interested parties are advised that as a municipality, Foothills County is subject to the provisions of the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)* which provides a right of access to information in records under the control of a municipality. Respondents are advised that Foothills may be required to disclose all or a portion of any quotation or other communications in response to this RFQ pursuant to the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

Schedule A – Service Requirements

Description of the Service

The successful respondent will be among the Prime Contractors 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. Other companies will be onsite for the preparation and removal of interment and graveside equipment and dressings.

All services performed in the cemetery must be conducted in a respectful manner that promotes the solemnity and aesthetics of the cemetery while protecting monuments, other graves, furnishings, roadways, and turf. Cleanup of the grave site and surrounding area is necessary before and after the interment to ensure a reverent atmosphere for the deceased's family and community members during the graveside, interment, and return to tidy surroundings.

The Successful respondent is required to enter into a contract services agreement.

Operational Requirements

1. Ability to respond

- Year-round ability to mobilize to provide grave opening excavation for interment; and to provide closing of the grave immediately after graveside preparation company has removed all equipment.
- Year-round ability to mobilize and respond for Short Notice and emergent situations.

2. Notice Time for Open/Closing (Excavation) Services

Regular Notice to Service Provider for Opening and Closing of a Grave:

A minimum of two (2) full business days, not including Saturdays, Sundays, or Holidays observed by Foothills County. Grave to be opened the day prior to the scheduled interment with the closing of the grave site immediately after graveside preparation company has removed all equipment.

Short Notice (24 to 48 hours) to Service Provider for Opening and Closing of a Grave:

Grave to be opened in sufficient time to accommodate any faith based or short notice interment that requires the deceased to be interred within twenty-four to forty-eight (24 to 48) hours after death; or prior to the scheduled interment with the closing of the grave site immediately after graveside preparation company has removed all equipment.

3. Cemetery Experience

Contracting company with a minimum of five (5) years of cemetery experience.

Equipment Operators with a minimum of seven (7) years of local cemetery excavation experience.

4. Site Preparation for Excavation

Foothills County staff will mark the excavation area with spikes, string, marking paint and/or tape and location stake before excavation begins.

5. Equipment Requirements

Contractor to have the necessary equipment to perform frozen and frost-free ground excavations.

Contractor to have access to but not limited to rubber- tired backhoe; rubber tracked skid-steer; rubber-tracked mini excavator; dump truck; and any other necessary equipment to perform the excavation of full-size plots and cremation plots.

6. **Parking**

Parking of vehicles and equipment is not permitted on 402 Ave E and must be within the cemetery or the municipal reserve to the south of the cemetery by request to the Foothills County Cemeteries Office.

7. **Interment**

Excavation Areas and Depth

Full Burial: *maximum* 4' wide 8' long and 5'6" deep; and require consistent vertical walls with consideration for lifting straps and vaults. The excavation boundaries are marked.

Children's Section (0-3 years): *maximum* 2.5' wide 4' long and 5'6" deep; and require consistent vertical walls with consideration for lifting straps and vaults. The excavation boundaries are marked.

Individual Urns (with or without an urn vault): *maximum* 24" x 24" and 40" deep; and require consistent vertical walls. The excavation boundaries are marked.

Double Urns (with or without an urn vault): *maximum* 24" wide 48" long and 40" deep; and require consistent vertical walls. The excavation boundaries are marked.

Ribbon Excavations

Excavations that are associated with concrete ribbons will require the excavation to be 6" (as marked) away from the ribbon to avoid undercutting and prevent destabilizing of the ribbon. Clear (sweep) all excavation material off concrete.

Winter Interment (November 1st to March 31st)

- Must have necessary equipment to rip frozen ground for excavation.
- Burning materials to thaw the excavation area (manned or unmanned) is not permitted.
- Excavation materials must be taken off site with efforts to prevent additional freezing.
- Efforts to reduce the size of large clumps during the closing of the grave.

General Interment and Cleanup

- Excavation materials must be taken off site during interment.
- Contractor(s) will make every effort to avoid damage to turf and monuments; and restore the area surrounding the grave and work area.

Mounding of Graves

- Additional clean soil/clay mix may be required to fill and mound grave.
- Full Interments require mounds to be 12" to 18" high with sloped sides to allow for proper settling.
- Urn Interments require mounds to be mound 4" to 6" high to allow for proper settling.

Disinterment

Disinterment, if required as per the Cemeteries Act and with a permit from the Director of Vital Statistics, will be to the top/seal of the vault or casket only.

8. **Other Services**

Other Services may include:

- Re-mounding of grave(s)
- Mound levelling and top dressing of grave(s)
- Levelling/moving of monument(s)
- General grounds-work/earthmoving

Term

The term shall begin on October 1st, 2026 with consideration of a (1), three (3) or five (5) year term; to include annual reviews; with consideration for renewal based on performance.

Site of the Services

Foothills Cemetery

Location: SE 18-20-2 W5M, 176044 402 Ave W, Foothills County
West of the Town of Diamond Valley



Scale Approximately
1:1,000

Not Survey Quality

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Submission Requirements

1. Pricing Proposal - please complete the following table:

Schedule of Rates for Foothills Cemetery

Item	Monday to Friday	Saturday/Sunday	Statutory Holiday*
<i>Two (2) days notice to provide grave site opening excavation the day prior to interment with the closing of grave site immediately after the graveside preparation company has removed all equipment.</i>			
Full Size Plot Open and Close			
Open and Close (<i>Frost Free</i>)			
Open and Close (<i>Frozen Ground</i>)**			
Closing after 4pm surcharge			
Adult 24-hour short notice			
Open and Close (<i>Frost Free</i>)			
Open and Close (<i>Frozen Ground</i>)**			
Closing after 4pm surcharge			
Cremation Open and Close			
Open and Close (<i>Frost Free</i>)			
Open and Close (<i>Frozen Ground</i>)**			
Closing after 4pm surcharge			
Children's Section (0-3yrs)			
Open and Close (<i>Frost Free</i>)			
Open and Close (<i>Frozen Ground</i>)**			
Closing after 4pm surcharge			
Children's Section (0-3yrs) 24-hour short notice			
Open and Close (<i>Frost Free</i>)			
Open and Close (<i>Frozen Ground</i>)**			
Closing after 4pm surcharge			
Other Services			
Redress Plot			
Level Monuments			
Disinterment			
General Grounds Work	/hour	Emergency Call Out	/hour

Rates +GST

* Statutory Holiday Rate applies to any contract services provided on a Statutory Holiday or Weekend including Statutory Holiday

** Frozen Ground rate is in effect from November 1st to March 31st of each year.

2. Information and Documents - please submit the following:

Industry-related references:

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

Subcontractors that may be used in performing excavation services:

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

Additional information and documents to provide:

- WCB Number: _____
- COR/SECOR Certificate
- Foothills County Business Licence
- Equipment List
- GST Number: _____
- Conflict of Interest Disclosure

Respondent contact information:

Contractor Business Name: _____

Contact Name: _____

Contact Position: _____

Contact Phone Number(s): _____

Contact email: _____

Contact Mailing Address: _____

SIGNATURE

DATE: