



**REQUEST FOR QUOTATION
September 23, 2026**

**RFQ 2026FCEM003
FOOTHILLS CEMETERY
HYDROVAC AND BACKFILLING SERVICES
(CONTRACT)**

**FOOTHILLS COUNTY
High River, Alberta**

**CLOSING DATE:
October 9, 2026 at 4pm (Local Time)**

Posted: September 23,2026



Reference Number: RFQ - 2026 - FCEM003 - Foothills Cemetery Hydrovac and Backfilling 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 firms who can provide Hydrovac Services to open (hydrovac) and close (backfill) plots for interments in the Traditional Section of Foothills Cemetery as needed.

Inquiries

Questions regarding this Request for Quotation ("RFQ") are to be submitted in writing and received no later than **4pm on October 8th, 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 interested firms, along with the original inquiry, and may post such response with 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 request for quotation 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 - FCEM003 – Quote – Company Name.**

Quotations to be received by Foothills County on or before:

October 9, 2026 at 4pm (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 **October 8, 2026 at 10am** for interested firms. Attendance is required and registration is necessary by sending an email to johanna.kortenschyl-allan@FoothillsCountyAB.ca no later than **4pm on October 7th, 2026**. The email must include the responding firm's name and the names of the firm 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 firm 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 firms are expected to disclose any actual or potential conflicts of interest that may exist between your firm and its management, Foothills County, its members of Council and management; Foothills Cemetery Board and its members; and the Town of Diamond Valley, its members of Council; 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 firms 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 firms 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 the right of access to information in records under the control of a municipality. Firms 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 firm will be among the Prime Contractors for the year-round as needed services for the opening and closing of full-sized graves and cremation plots for interment and disinterment. Other companies will be onsite for the preparation and removal of interment and graveside equipment and dressings.

All services (hydrovac and backfill) 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 (s) 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 firm is required to enter into a contract services agreement.

Operational Requirements

1. Ability to respond

- Year-round ability to mobilize to provide grave opening (hydrovac) for interment; and to provide closing (backfilling) of the grave immediately after the 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 (Hydrovac/Backfill) 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 the graveside preparation company has removed all equipment.

3. Cemetery Experience

- Firms with a minimum of four (4) years of cemetery experience.
- Equipment Operators with a minimum of seven (7) years of sensitive space hydrovac and excavation (backfilling) 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

Firms have the necessary equipment to perform frozen and frost-free ground opening (hydrovac) and closing of graves (backfilling). Access to equipment and experienced operators to fill in graves after the

interment is completed and may include but is not limited to rubber-tired backhoe; rubber tracked skid-steer; rubber-tracked mini excavator; dump truck; and any other necessary equipment to perform the opening and closing of full-size and cremation graves.

6. Parking

Parking of vehicles and equipment on 402 Ave E. is not permitted. All vehicles and equipment must be within the cemetery, or the municipal reserve to the south of the cemetery (by request).

7. Interment

Excavation Areas and Depth

Full Burial: *maximum* four feet (4') wide eight feet (8') long and five feet, six inches (5'6") deep; and require consistent vertical walls with consideration for lifting straps and vaults. The excavation boundaries to be pre-marked.

Children's Section (0-3 years): *maximum* two feet, six inches (2'6") wide four feet (4') long and five feet, six inches (5'6") deep; and require consistent vertical walls with consideration for lifting straps and vaults. The excavation boundaries to be pre-marked.

Individual Urns (with or without an urn vault): *maximum* twenty-four inches (24") by twenty-four inches (24") and forty inches (40") deep; and require consistent vertical walls. The excavation boundaries to be pre-marked.

Double Urns (with or without an urn vault): *maximum* twenty-four inches (24") wide by forty-eight inches (48") long and forty inches (40") deep; and require consistent vertical walls. The excavation boundaries to be pre-marked.

Winter Interment (November 1st to March 31st)

- Must have necessary equipment to hydrovac frost free and frozen ground.
- Open grave the day before the scheduled interment.
- Burning materials to thaw the excavation area (manned or unmanned) is not permitted.
- Excavation materials must be removed from the cemetery and disposed of in a regulated facility.
- Open graves are to be secured for public safety.

Filling in and Mounding of Graves

- Must have the necessary equipment to backfill and mound the grave after the interment.
- Graves to be closed (backfilled) and mounded immediately after the graveside preparation company has removed the dressings.
- Efforts to reduce the size of large clumps during the backfilling of the grave.
- Additional clean soil/clay mix is required to backfill and mound graves. (*Composition to be provided by addendum*).
- Topsoil alone for backfilling and mounding graves is not permitted.
- Full Interments require mounds to be sixteen inches (16") to eighteen inches (18") high with sloped sides to allow for proper settling.
- Urn Interments require mounds to be mound six inches (6") to eight inches (8") high to allow for proper settling.

General Interment and Cleanup

- Excavation materials must be removed from cemetery and disposed of in a regulated facility.
- Contractor(s) will make every effort to avoid damage to turf and monuments; and restore the area surrounding the grave and work area.

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.

Term

The term shall begin on November 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

[illegible]

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 (Hydrovac) the day prior to interment with the closing (backfilling) of grave site immediately after the graveside preparation company has removed all equipment.</i>			
Full Size Plot Open and Close (up to 4'x8'x5'6")			
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 (up to 24"x24"x40")			
Open and Close (<i>Frost Free</i>)			
Open and Close (<i>Frozen Ground</i>)**			
Closing after 4pm surcharge			
Children's Section (0-3yrs) (up to 2'6"x5'x5'6")			
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			
Disinterment			

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

* Subject to Foothills County Approval

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: