



RM of Frenchman Butte No. 501

Request for Bid

For Cemetery Maintenance 2025 - 2027

Emmaville Cemetery, located at NW-24-52-22-W3

May 15, 2025 – October 15, 2027

Rural Municipality of Frenchman Butte No. 501

Release Date: April 10, 2025

Closing Date: April 21, 2025, 2:00 p.m. C.S.T.

Awarding Date: April 23, 2025



1.0 INTRODUCTION

The Rural Municipality of Frenchman Butte No. 501 is seeking competitive bids for cemetery maintenance at the **Emmaville Cemetery, located at NW-24-52-22-W3**.

Contractors are invited to submit bids for providing the required services in accordance with the terms, conditions and bid response format as specified in this BID.

The purpose of the Request for Bid (RFB) is to identify those contractors capable of meeting the requirements in a feasible, economical and timely manner, and with whom a contract can be entered in to.

By responding to this RFB, each contractor thereby acknowledges that he has reviewed the process, terms, conditions and reserved rights contained in this RFB, and has voluntarily chosen to participate in this RFB subject to those procedures, terms, conditions and reserved rights.

2.0 PROJECT SUMMARY

2.1 Scope of Work

The R.M. of Frenchman Butte will contract out the maintenance for the cemetery named and described in section 1.0 above. Maintenance includes the following:

- Mow grass as needed to maintain a neat and tidy appearance
- Hand mow and whipper snip around grave covers and headstones
- Sweep grass off grave covers and headstones
- Cut back brush on the interior fence lines
- Travel time to and from the cemetery

2.2 Project Duration

The term of any resulting contractual agreement will be for the period from **May 15, 2025 to October 15, 2027**.

3.0 CONFLICT OF INTEREST

Applicants are to fully disclose, in writing to the R.M. of Frenchman Butte No. 501, on or before the closing date of the RFB, the circumstances of any actual or potential conflict of interest, as well as what could be perceived as a conflict of interest if the contractor were to become a contracting party pursuant to the RFB. The R.M. of Frenchman Butte No. 501 will review all disclosures made under this provision and take such steps as it, in its sole discretion, deems necessary to address any conflict, which may include requiring the contractor to take action to address and remedy the conflict of interest to the satisfaction of the R.M. of Frenchman Butte No. 501 or disqualifying the contractor from further participation;

4.0 BID SUBMISSIONS

Forward completed bid documents, **any bids received by 2:00 p.m. local Saskatchewan time, April 21, 2025, bids received after the closing time will not be accepted**.

Send bids into Aaron Neilly

- by email to:

Email: rm501cet@sasktel.net

- In person:

The office hours are: 8:30 a.m. to 4:30 p.m., Local Saskatchewan Time, Monday to Friday, excluding statutory holidays.

5.0 BID SUBMISSION FORMAT

Please complete the following pages for evaluation and comparison.

To ensure a bid is considered, the information requested on the *Cemetery Maintenance Bid Sheet* (2 pages) must be completed, and two signed copies of the *Cemetery Maintenance Agreement* must be submitted.



6.0 EVALUATION

Each bid will be evaluated solely on its own content. There will be a three stage evaluation of the bids:

6.1 Stage 1 – Bid Compliance

The first stage will consist of a review of the bid to ensure that it is complete and that it complies with the instructions, requirements, and terms and conditions of this RFB.

Bids not considered compliant will be rejected at this stage and no further efforts will be applied to them by the evaluation team.

6.2 Stage 2 – Written Bid

The second stage will consist of an evaluation of the written bid to rate how the contractor's price compares with other bids submitted.

6.3 Stage 3 – Contractor Experience and Reference Checks

The level of contractor experience will be evaluated, and reference checks will be conducted for the lowest bidders. The R.M. of Frenchman Butte No. 501 reserves the right to contact any of the contractor's customers who the Municipality believes may be able to provide information about the supplier that would be pertinent to this RFB. The R.M. of Frenchman Butte No. 501 reserves the right to conduct reference checks at any time during the RFB process. In submitting a bid, the contractor agrees that the decision of the Council will be final.

Awarding the contract will be based on best value. Best value will be determined by combining the lowest written bid with the best contractor experience and reference checks.

7.0 ADDITIONAL TERMS AND CONDITIONS

- The R.M. of Frenchman Butte No. 501 will not be responsible for any costs incurred by a supplier in preparing and submitting bids.
- Submission of a response shall not obligate, nor should it be construed as obligating the R.M. of Frenchman Butte No. 501 to accept any such response or to proceed further with the project. The R.M. of Frenchman Butte No. 501 may, in its sole discretion, elect not to proceed with the project, and may elect not to accept any or all responses for any reason.
- Contractors may amend or withdraw their submissions prior to the closing date and time specified in the RFB by way of written or emailed notice to the R.M. of Frenchman Butte No. 501. After the closing date and time, responses may be irrevocable at the discretion of the R.M. of Frenchman Butte No. 501.
- Responses submitted shall be final and may not be altered by subsequent offerings or discussions.
- All responses and accompanying documentation received under this competition will become the property of the R.M. of Frenchman Butte No. 501 and will not be returned.
- The R.M. of Frenchman Butte No. 501 reserves the right to accept or reject, in whole or in part, any or all responses.
- The R.M. of Frenchman Butte No. 501 reserves the right to cancel and/or re-issue this RFB at any time for any reason without penalty.
- Prices quoted shall remain in effect through the duration of the agreement.



CEMETERY MAINTENANCE BID SHEET

Legal company name: _____

Workers Compensation Number: _____

Occupational Health & Safety Committee Number (if applicable) _____

Company Address: _____

Contact name: _____

Phone number: _____ E-mail address: _____

Acceptance of Terms and Conditions

Two signed copies of the *Cemetery Maintenance Agreement* must be enclosed with this bid document.

Should this offer be accepted, the contractor's representative shall be:

Name (*Please Print*) of Authorized Company Official

Signature of Authorized Company Official

Telephone Number

Email address

Contract Acceptance

Should this offer be accepted by the Municipality, the Administrator and the Reeve of the R.M. of Frenchman Butte No. 501 will sign the *Cemetery Maintenance Agreement* and return a signed copy to the company contact.

DESCRIPTION
Cemetery maintenance (including labour, fuel, equipment, travel time, etc.)
<p>The R.M. of Frenchman Butte will contract out the maintenance for the Emmaville Cemetery, located at NW-24-52-22-W3, from May 15, 2025 to October 15, 2027.</p> <p>Maintenance will include the following:</p> <ul style="list-style-type: none">• Mow grass as needed to maintain a neat and tidy appearance• Hand mow and whipper snip around grave covers and headstones• Sweep grass off grave covers and headstones• Cut back brush on the interior fence lines• Travel time to and from the cemetery <p>CONTRACT PRICE \$ _____ + GST</p>



CEMETERY MAINTENANCE BID SHEET

Contractor Experience

Provide a brief introduction of your company including:

- length of time in business
- type of equipment to be used
- a detailed outline of your company’s specific experience with mowing and/or maintenance work

References

To validate the experience of the contractor, please provide up to three (3) references including the following information:

- Reference name, phone number, and email address
- A summary of the type and amount of work your organization provided for the reference
- A summary of the roles and responsibilities of your firm provided for the reference
- Please attach an additional page if more room is needed



CEMETERY MAINTENANCE AGREEMENT

This agreement, made in duplicate this _____ day of _____, 2025

BETWEEN: _____

(hereinafter called the “Contractor”)

-And-

The Rural Municipality of Frenchman Butte No. 501
Box 180
Paradise Hill, SK
S0M 2G0
(hereinafter called the “Municipality”)

WITNESSETH THAT:

The Contractor and the Municipality undertake and agree that:

1. The Contractor shall be responsible for maintenance of the **Emmaville Cemetery, located at NW-24-52-22-W3, from May 15, 2025 to October 15, 2027.**
2. The following is a list of maintenance work to be completed:
 - Mow grass as needed to maintain a neat and tidy appearance
 - Hand mow and whipper snip around grave covers and headstones
 - Sweep grass off grave covers and headstones
 - Cut back brush on the interior fence lines
3. The Contractor shall furnish all equipment, labour, fuel, equipment repairs as needed, and provide travel time to and from the cemetery.
4. Payment shall be made twice per contract season:
 - ✓ The first payment (50% of the contract price) will be issued at the first council meeting in August.
 - ✓ The final payment (50% of the contract price) will be issued at the last council meeting in October.
5. The contractor shall not assign or otherwise transfer its rights, duties, and/or obligations under the agreement, except with the prior written consent of the Municipality, whose consent shall not be unreasonably withheld; any assignment or transfer without such consent shall be void and of no effect.
6. The successful contractor shall obtain, prior to commencing the services, and maintain in force during the term of the Agreement comprehensive general liability insurance covering bodily injury, including death, property damage and non-owned automobile in an amount of not less than two million (\$2,000,000) per occurrence. A copy of the liability insurance must be provided to the Municipality before work begins.
7. The contractor may take out such additional insurance as he may consider necessary and desirable.
8. The successful contractor may be required to register with the Saskatchewan Workers’ Compensation Board (WCB). For out of province contractors, the type of coverage is dependent on the work performed and the length of time in the Province of Saskatchewan. If WCB coverage is required, the contractor must maintain WCB coverage for the term of the agreement. If this status is changed at any point throughout the term of the agreement, the contractor has the obligation to notify the Municipality of this change within 5 business days. Failure to notify within 5 business days may result in the Municipality withholding payment. For further information, please contact the Saskatchewan Workers Compensation Board.



RM of Frenchman Butte No. 501

This agreement shall enure to the benefit of and be binding upon the parties hereto, and their successors, executors, administrators and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date which is indicated first herein.

Signed, Sealed, and Delivered

In the presence of

(Print Name)

Witness (Print Name)

(Signature)

Witness (Signature)

(Company name)

(SEAL)

(SEAL)

Tom S. Hougham, Reeve
R.M. of Frenchman Butte No. 501

Crystal Schaan Acting Administrator
R.M. of Frenchman Butte No. 501