



Touch the Edge of the Arctic!

The Corporation of the Town of Moosonee

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Request for Proposal (RFP) for Cemetery Maintenance Services

The Town of Moosonee is seeking proposals from qualified companies or individuals to provide comprehensive cemetery maintenance services for the Moosonee Cemetery. The successful bidder will be responsible for the upkeep and maintenance of the cemetery grounds and related tasks as outlined in this Request for Proposal (RFP).

Scope of Work:

The selected contractor will be responsible for performing the following cemetery maintenance services:

- Regular mowing, trimming, and edging of grass and hedges.
- Seasonal planting, weeding, and maintenance of flower beds and gardens.
- Cleaning and maintenance of cemetery paths, walkways, and driveways.
- General landscape maintenance, including pruning, mulching, and debris removal.
- Participate in grave marking, grave tracking and leveling.
- Maintenance and repair of cemetery infrastructure, such as fences, gates, and signage.
- Waste and debris disposal in compliance with local regulations.
- Providing respectful and compassionate assistance to cemetery visitors when required.
- Availability for emergency response and storm cleanup, if necessary.

Please note – The Town has one (1) push mower, one (1) driving mower, one (1) weed whacker that could be available for use by the successful bidder. It must be made clear in the bid that the Town equipment will be utilized for the completed works.

Duration:

The initial contract period will be for the 2023 season running from June 19th to October 31st. The contract may be subject to renewal or extension based on satisfactory performance and mutual agreement.

Proposal Submission:

Interested parties should submit their proposals in a sealed envelope marked "Cemetery Maintenance Services Proposal – Town of Moosonee" no later than June 14th, 2023. Proposals can be delivered in person to Town Office, 5 First Street or sent via email to info@moosonee.ca by 3pm. Late proposals will not be accepted.

Proposal Content:

The proposal should include the following information:

a) Company/Organization Overview:

- Company/Individual name, address, and contact information.

- Brief introduction and background of the individual/company/organization.
- Relevant experience in cemetery maintenance services.

b) Proposed Maintenance Plan:

- Detailed description of the approach and methodology for cemetery maintenance.
- Frequency of services for each maintenance task.
- Staffing and qualifications of personnel assigned to the project.
- Equipment and resources available to perform the services.

c) Cost Proposal:

- Clearly outlined cost breakdown for all services provided.
- Any additional fees or charges.
- Billing frequency and terms.

d) References:

- Include references, if available

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and qualifications in cemetery maintenance.
- Quality and feasibility of the proposed maintenance plan.
- Cost-effectiveness and value for money.
- References and client feedback.
- Compliance with all relevant regulations and guidelines.

Contract Award:

The contract will be awarded to the bidder whose proposal best meets the requirements outlined in this RFP and provides the best value to the Town of Moosonee. The municipality reserves the right to reject any or all proposals and to negotiate modifications to the scope of work or terms and conditions with the selected bidder.

For any inquiries or clarifications regarding this RFP, please contact Trevor Keefe at trevorkeefe@moosonee.ca

We look forward to receiving your proposal.

Sincerely,

Corporation of the Town of Moosonee