

FINANCE

INVITATION TO BID

TOWN OF NORTH HAVEN

Sealed bids for opening and closing graves, Project No. 15-27 will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00AM on Wednesday, March 11, 2015, at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received the Director of Finance/Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance/Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance/Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance/Administration

SPECIFICATION

The Town of North Haven seeks bids for grave opening and closing services to be provided at Town-owned cemetery properties on an as-needed basis for the purpose of burying human remains and adjusting, relocating and resetting grave markers and pads. This work is to be performed at the following Town-owned cemeteries:

- Old Center Cemetery – Elm Street – North of Stoddard Avenue
- New Center Cemetery – Elm Street – South of Stoddard Avenue
- Montowese Cemetery – Quinnipiac/Nettleton Avenue

PROCEDURES FOR OPENING GRAVES

1. Contractor will be provided maps of all cemeteries. It is the contractor's responsibility to locate and mark the grave which is to be opened. If assistance is necessary, please contact North Haven Funeral Home at 203-239-1179 at least 24 to 48 hours before scheduled opening.
2. Opening and closing of new grave sites. All monuments, pads and markers shall be replaced in their proper location and the surface shall be returned to its original condition, including reseeding, immediately after backfilling during the summer months and as soon as practical during the winter.
3. Reburial of existing surface vaults. Excavate around vault for purpose of placing hangers to lift vault out of the ground, and re-excavate site to place the vault a minimum of 6' deep. The reburial process shall include all associated costs such as pads, moving and resetting of monuments and markers.
4. Remove all excavated dirt not needed for backfilling to a designated location as specified by the Town.
5. Haul material, backfill, and compact grave site with materials from the site and when required by the Town at locations within the respective cemeteries.
6. Tree branches or other debris removed or left over from the burial process by the contractor are the responsibility of the contractor.
7. Artificial greens and lowering device to be provided, if not, deduct \$100 from bid price and note on bid sheet.
8. Additional duties include receiving and placement of government markers (to be paid by the Veterans Home & Hospital, Rocky Hill, CT). Footings for monuments and markers to be paid by monument dealers.
9. If a problem arises pertaining to an opening, please contact the funeral home who is handling the service for advice.

NOTES TO BIDDERS:

INSURANCE

The Contractor shall carry or require that there be carried Manufacturers' and Contractors' Public Liability Insurance with limits of \$1,000,000. to protect the Contractor and his subcontractors against claims for injury to or death of one or more than one person because of accidents which may occur or result from operations under the contract, such insurance shall cover the use of all equipment, including but not limited to cranes, hoists, heaters, motor vehicles, etc., in the construction of improvements embraced in this contract.

The Contractor shall carry, during the life of the contract, Property Damage Insurance in an amount of not less than \$500,000 to protect himself and his subcontractors from claims for property damage which might arise from operations under the contract.

The Contractor shall carry all necessary Worker Compensation Insurance.

Insurance policies shall be conditioned to indemnify and save harmless the Town of North Haven from all suits or actions brought against the contractor, it and or them for or on account of any injuries received or property damage sustained by any party, or by or from the Contractor.

CERTIFICATE OF INSURANCE

The successful bidder will be required to submit a Certificate of Insurance upon receipt of award and before starting work.

All bids are to be held firm until awarded.

All bids must be submitted on this form.

Envelope(s) must be plainly marked BID, with the purpose and time of opening.

The Town of North Haven reserves the right to extend the bid award for three (3) additional years if the winning vendor holds the same pricing schedule.

BID

Opening/Closing New Grave (weekday)	\$ _____
Opening/Closing New Grave (weekend)	\$ _____
Cremation (hand w/o vault) (weekday)	\$ _____
Cremation (hand w/o vault) (weekend)	\$ _____
Cremation with vault (weekday)	\$ _____
Cremation with vault (weekend)	\$ _____

Submitted By: _____ Date: _____

Name of Firm Telephone Number Fax Number

Address Printed Name Title

City, State, Zip Authorized Signature