

TOWN OF INDIAN HEAD/R.M. OF INDIAN HEAD
REQUEST FOR PROPOSALS
Seasonal Cemetery Maintenance Contract

The Town of Indian Head and the R.M. of Indian Head invite sealed proposals from qualified contractors for seasonal upkeep/maintenance at the Indian Head Cemetery located at 1111 Bell Street, Indian Head, SK.

The successful applicant will be expected to perform a variety of general maintenance duties at the Indian Head Cemetery, duties include:

- Keep grass cut at a height between 2-4 inches
- Trim around grave stones and markers
- Trim and shape hedges twice per year or as needed
- Prune trees and remove decayed or broken branches
- Water and weed flower pots and flower bed
- Keep the cemetery neat and tidy at all times including removing weathered flowers from plots
- Open and close Cemetery Chapel doors as required for use
- Leveling of plots with topsoil and apply grass seed (topsoil and grass seed provided)

The successful applicant will provide their own power equipment and fuel to perform the duties listed above, the power equipment needed to perform the Cemetery maintenance duties include:

- Riding mower
- Push mower
- Gas trimmer
- Gas hedge trimmer

The seasonal contract will be from April 15 – October 15, 2023 with an option for a 1-4 year extension based on performance reviews.

The successful applicant will be expected to provide their own liability insurance and workman compensation.

Proposals will be accepted at the Town Office during working hours Monday to Friday, 8:30a.m.- 12:00p.m. and 1:00 p.m. – 4:30 p.m. ***Unsealed or late proposals will not be accepted.*** Proposals must be clearly marked “CEMETERY MAINTENANCE” on the outside of the envelope. Proposals will be received by the undersigned until 12:00 o’clock noon, Monday, December 12th, 2022.

Proposals will be opened and reviewed at 7:15pm on Monday, December 12th, 2022 in the Town Office Council Chambers.

Lowest or any proposal not necessarily accepted. All proposals will be evaluated on a scoring matrix. To view the scoring matrix please contact MacKenzie Craigie, Facility Operations Manager (306)-695-3383 ihfacilities@sasktel.net or visit www.townofindianhead.com.

Facility Operations Manger
Town of Indian Head
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