



# **MAGNA METRO TOWNSHIP**

8952 W Magna Main St  
Magna, UT 84044  
Phone: (801)214-8023  
[www.magnametrotownship.org](http://www.magnametrotownship.org)

## **REQUEST FOR PROPOSAL CEMETERY CARETAKER RFP CEMETERY # 2021-01**

The Magna Metro Township wishes to contract the services of a Cemetery Caretaker for the operation and maintenance of Magna's municipally operated Cemetery:

### **Pleasant Green Cemetery**

The objective of this request for proposal is to provide the Municipality with qualified contractor(s) capable of carrying out the work defined herein.

### **SUBMISSION DETAILS**

A copy of Cemetery RFP #2021-01 shall be addressed to the Municipal Administrator at:

Magna Metro Township  
C/O Municipal Administrator  
8952 W Magna Main St  
Magna, UT 84044

**Until 12:00 noon on FRIDAY, \_\_\_\_\_**

Submissions received after this date and time will not be considered.

The Municipality reserves the right to cancel this request for proposal for any reason without any liability to any proponent or to waive irregularities at its own discretion.

Proposals will be irrevocable until the Municipality awards the contract or cancels this request for proposals, whichever occurs first.

Any interpretation of, additions to, deletions from, or any other corrections to the proposal document will be issued as written addendum by the Municipality.

*There are a number of grounds maintenance and burial preparation tasks which are conducted at the Pleasant Green Cemetery.*

## **PRIMARY RESPONSIBILITIES**

### **Burials**

To be responsible for managing all aspects of opening and closing burial sites, installation of corner markers, cremation plaques, consulting with municipal staff and or funeral service provider and scheduling installation of monuments with monument dealers.

The Caretaker is responsible for all burial preparation. The Caretaker is responsible for identifying the location and excavating the ground to the appropriate size and depth for full casket and urn burials. The Caretaker will operate a tractor, backhoe and/or shovel to quickly remove large amounts of dirt and rock and will also control the equipment used to carefully place caskets or cremation urns into their graves. After the casket/urn has been put in place and the service has concluded, the plot is filled, ground is mounded to allow for settling and compaction.

### **Duties:**

- Arranges grave opening and closing/restoration. Prepares grave sites for opening and closing as required and with the use of a shovel to prepare cremation burials
- Provide winter burial services as necessary
- Marks off and verifies monument installations
- Shall install granite markers for cremation plots and corner markers for full plots
- Repair grounds surrounding monuments when required
- Supplies all loading and unloading material to prepare an opening and closing for a grave site
- Immediately following the interment and site cleanup
- Disposal of excess soil from interment openings must be placed in the designated areas
- Collects and distributes the proper paperwork following an interment (when necessary)
- Forwards all general inquiries from lot owners and the general public concerning regulations and site locations to the Municipal Offices
- Confirms plot space upon request
- Provides all necessary equipment to perform these duties
- Approval of any necessary expenses must be obtained prior to any purchases

### **Location:**

Pleasant Green Cemetery  
9200 W 3500 South  
Magna, UT 84044

## **GROUND MAINTENANCE**

To be responsible for managing all aspects of keeping the grounds of the Cemeteries clean, maintained and attractive to enhance the sacred and suitable environment for visitors as a respectful and peaceful eternal place of rest.

The Caretaker will supply and use lawnmowers, hedge trimmers, clippers and other gardening tools on a regular basis, will supply and use lawnmowers, level ground around monuments, trim trees, rake leaves, remove debris, and tend to overall ground maintenance.

### **Duties:**

- Collects and removes litter or trash from the cemetery grounds
- Ensures that each Cemetery's fences, gates, signage and exterior of buildings are maintained.
- Perform functions such as lawn mowing, pruning trees and/or removal, leaf removal and trimming around all monuments assuring for timeliness and safety
- Cleanup of branches and other refuse
- Examines/evaluates cemetery plots and ground to determine what ground restoration tasks (e.g. filling dirt for sunken graves, etc.) are needed to ensure a safe and respectable cemetery environment. Any task beyond the ability of the groundskeeper to complete or resolve will be reported to the Municipal Offices
- Provides all necessary equipment to perform these duties
- No ground maintenance shall be conducted while an interment/service is underway.
- Report any complaints or requests for services to the Municipal Administrator

## **RESPONSIBILITIES OF THE CONTRACTOR**

### ***EVALUATION CRITERIA***

RFP's will be evaluated to determine the best value offered to the Municipality and will be able to provide the following criteria:

#### **1. INSURANCE**

Provide proof of liability insurance coverage in the amount of Five Million (\$5,000,000.00) dollars naming the Municipality as an additional insurer. Certificate of Insurance is to be updated throughout the term of the Agreement and that copies are forwarded to the Municipality upon renewal.

#### **2. COMPLIANCE WITH LAWS AND ACTS**

The Contractor shall comply with all Federal, State and Municipal Laws, statutes, regulation and bylaws, relevant to the contract including but not limited to:

- The Occupational Health and Safety Act
- Workplace Safety and Insurance Act

- Governmental Records Access and Management Act (GRAMA)
- Municipal Conflict of Interest

### 3. WORKERS' COMPENSATION

The Caretaker will provide proof of Workers Compensation Insurance (Workers Comp) coverage prior to work commencing in the form of a current and valid clearance certificate.

### 4. OCCUPATIONAL HEALTH AND SAFETY

The Caretaker will ensure that all applicable health and safety laws and regulation are adhered to during the performance of the contract.

### 5. ACCESSIBILITY COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT:

In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

In addition, the Caretaker and his/her employees must have the applicable training with regards to applicable ADA Standards. Training must be completed prior to commencement of the agreement.

### 6. ASSIGNMENTS

No portion of the work under the award may be subcontracted without the authorization of the Municipality.

### 7. FUNERAL, BURIAL AND CREMATION SERVICES

Must comply with Utah Code Ann. Chapter 8 - CEMETERIES.

### 8. RESPONSIBILITY FOR EQUIPMENT AND DAMAGE

The Contractor will be held responsible for all damage which may occur to equipment used in the performance of the work and services required hereunder due to the faulty operation or usage on the part of himself or his employee.

The Contractor will also be held responsible for any damage caused to Municipal Lands or its contents where such damage may be attributed to the use of equipment or materials of any kind by the contractor or his/her employees. All such damage shall be made good by new materials as required, to match existing work in kind, quality and workmanship.

The Contractor shall provide and maintain adequate and suitable means to save the Municipal Lands and its contents from injury, dust and defacement during the progress of the Contractor's work by means of approved protection where necessary or directed by the Municipality.

The Contractor shall be responsible for promptly reporting to the Municipality any damage caused by his/her employees to turf, trees, equipment, buildings or headstones/monuments located on the Municipal lands.

## 9. RESPONSIBILITY FOR THE CONTRACTOR'S EMPLOYEES

The Contractor shall insure that their employees are dressed in accordance with Workplace Health & Safety regulations while performing work on Municipal Lands, and further that the employees are dressed in an appropriate manner while working in a public atmosphere.