



DRYDEN

**CITY OF DRYDEN
CEMETERY COLUMBARIUM
REQUEST FOR QUOTATION
RFQ-2025-01**

ALL QUOTATIONS SUBMITTED TO THE CORPORATION OF THE CITY OF DRYDEN BECOME THE PROPERTY OF THE CITY AND, AS SUCH, ARE SUBJECT TO THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

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NOTICE TO QUOTERS
CEMETERY COLUMBARIUM

Qualified parties with requisite experience in columbarium work are invited to submit a quote outlining their experience, qualifications and proposed work plan for the provision of a Columbarium for the Dryden Cemetery.

The successful contractor will provide all equipment and labour necessary for the production and delivery of a 48 niche columbarium to the Dryden Cemetery located at the intersection of Highway 17 and Leach Road in Dryden, Ontario.

Quote documents are available at the City of Dryden Administration Department, 30 Van Horne Avenue, during regular business hours. They are also available on the City's website: www.dryden.ca on the Bids and Tenders page.

Sealed quotations clearly marked "**RFQ-2025-01 re: COLUMBARIUM REQUEST FOR QUOTATION**" shall be forwarded in duplicate to:

Ms. Allyson Euler, Clerk
City of Dryden
30 Van Horne Avenue
Dryden, ON P8N 2A7

or via email to aeuler@dryden.ca before 3:00 p.m. CST, Wednesday, February 12, 2025. Failure to appropriately mark the envelope or the email as indicated may result in the rejection of the quotation. Quotations will be opened immediately thereafter.

The lowest or any quotation not necessarily accepted. The City of Dryden reserves the right to reject any or all quotes, to waive irregularities and information therein, and to award the contract in the best interest of the City in its sole and unfettered discretion.

All quotations submitted to the City of Dryden become the property of the City, and as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act. Respondents must indicate in their submission which, if any, parts of their response are exempt from disclosure due to proprietary information.

Lynn Arseneault
Records & Legislative Coordinator

CITY OF DRYDEN

**CEMETERY COLUMBARIUM REQUEST FOR QUOTATION
GENERAL CONDITIONS**

1. SCOPE OF CONTRACT

The City of Dryden requires a 48 niche columbarium.

The Contractor is required to provide all and every kind of labour, vehicles, tools, equipment, articles and items necessary for the due execution of the work and delivery set out or referred to in the Specifications.

2. INSTALLATION DATE

The cement pad for a new columbarium had been installed in the Fall of 2024 thus the Contractor shall install the new columbarium on this footprint no later than June 30, 2025. Delivery and installation of the columbarium shall be the responsibility of the Contractor.

3. CONTRACTOR'S LIABILITY

The Contractor shall assume the defence of and indemnify and save harmless The Corporation of The City of Dryden (the City) and its officers and agents from all claims relating to labour, materials and equipment furnished for the work and to inventions, patents and patent rights used in doing the work.

The Contractor shall be responsible for any and all damages, injuries or accidents done to or caused by him or his employees or relating from the execution of the works on any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used thereon or therein or which may happen by reason thereof or arising from any failure, neglect or omission on his part or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by the contract and covenants and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

4. ACKNOWLEDGEMENT

The proponent acknowledges that they have carefully reviewed this request for quotations, including any and all other related relevant documents, and understands the scope of work proposed. Further, they confirm that their quotation is based entirely on the terms, specifications, requirements and conditions as set out in the quotation document.

5. AMENDMENT OR WITHDRAWAL OF QUOTATIONS

The proponent may amend or withdraw their quote prior to the closing date and time by submitting a clear and detailed written notice to the quotation contact. All quotes become irrevocable after the closing date and time.

6. QUOTATION EXPENDITURES

The City of Dryden will not reimburse any proponent for any costs related to the preparation of a response to this quotation.

7. RELATED EXPERIENCE/PROFESSIONAL REFERENCES

Proponents must provide examples that substantiate their respective experience on similar municipal works. The proponents shall list their experience, work of a similar nature and any other pertinent information; they may also submit additional project-related information as an appendix to the quotation. The proponents are advised that the City of Dryden may, at its discretion, contact any and all individuals listed as professional references for the purposes of evaluating the proponents' capabilities/capacity to undertake the scope of work proposed in this quotation.

8. ADDENDA

In the event that questions/responses to this quotation require amendments or modifications to the original document, such amendments shall be advertised on the City of Dryden's website www.dryden.ca on the Bids and Tenders page. It is the sole responsibility of the proponent to review the aforementioned website for any amendments/modifications to this quotation.

9. OTHER RIGHTS

The Contractor, his agents and all workmen and persons employed by him or under his control shall use due care that no person is injured and that no property is damaged in the execution of the work and the Contractor shall be solely responsible for all damages to persons and property, including theft, whether the property is owned by the City of Dryden or any of its employees.

INSURANCE REQUIREMENTS

1. GENERAL LIABILITY INSURANCE

The successful proponent shall secure and maintain in force throughout the term of the agreement general public liability insurance with a minimum coverage of \$5,000,000.00 (Five Million Dollars) in accordance with the City of Dryden's practices. Said policy shall name the City of Dryden as co-insured and copies of same shall be delivered to the City of Dryden prior to execution of the agreement.

2. WORKPLACE SAFETY AND INSURANCE BOARD CLEARANCE

The proponent shall provide proof of WSIB clearance prior to execution of the agreement.

SPECIFICATIONS

In order to match the existing columbarium as closely as possible, the following specifications are required:

Unit:

- 48 niches
- No concrete or plastic products
- 6" grey granite base
- 3" grey granite ends
- 3" grey granite top
- Polished vermilion pink granite covers suitable for lettering
- All granite construction
- Niche size 12" wide by 12" high by 16" deep, non-tapered
- Interior measurements of each niche: 11 7/8" wide by 11 7/8" high by 16" deep to accommodate two standard urns

Doors:

- Interior security door that is stainless steel to fit over the niche opening to be held in place by stainless steel tamper-proof screws to create a sealed vault

Exterior:

- Niche covers to be a minimum ¾" thick, all identical in size and calibrated the same thickness
- Covers must be interchangeable
- Supply of four (4) additional granite covers

Hardware:

- Security doors to be held in place by stainless steel tamper-proof screws
- Rosettes to be attached with bronze tamper-proof screws

End Panels:

- To be 3" thick finished smooth grey granite

Base:

- To be 6" thick steel finished smooth grey granite with a beveled top edge

Roof:

- Grey granite top to be 3" thick with a smooth finish
- To extend beyond the unit and to have a drip groove on the underside outer edge to prevent water from dripping on the niche doors and end panels

Dimensions:

- Approximately 96" long by 44" wide by 66" high

Warranty:

- Minimum 30 year warranty on granite and aluminum construction

GENERAL INFORMATION TO BIDDERS

1. This quotation is for the production, delivery and installation of a columbarium for the Dryden Cemetery located at the intersection of Highway 17 and Leach Road in Dryden, Ontario.
2. All quotations for the execution of the work set forth herein or referred to must be made on the printed form supplied for that purpose. Such quotations must be made without any knowledge, comparison of figures or arrangements with any other person making any quote or estimate for the same purpose and that is in all respects fair and without collusion or fraud and that no member of the Corporation of the City of Dryden, Council or any other office of the Corporation is, or shall become interested directly or indirectly as contracting party, partner, stockholder, surety or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits to be used therein or thereof or any of the monies to be derived therefrom. Quotes must cover the cost of the completion of the work in every respect in accordance with the contract. Contractors are required to fully satisfy themselves as to the practicability of the work and every part thereof before quoting thereon and the Contractor, by his signature thereto, assumes all responsibility in respect thereof.
3. To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this quotation document shall be submitted in writing (email form is acceptable) to Lynn Arseneault, Records and Legislative Coordinator, City of Dryden, 30 Van Horne Avenue, Dryden, ON P8N 2A7 or larseneault@dryden.ca by 3:00 pm CST February 3, 2025 and answers will be posted to the Bids and Tenders page of the City of Dryden website.

FORM OF QUOTATION

Quotations endorsed "RFQ-2025-01 re: Columbarium Request for Quotation and addressed to: Ms. Allyson Euler, Clerk, City of Dryden, 30 Van Horne Avenue, Dryden, ON P8N 2A7 or emails to aeuler@dryden.ca will be received until 3:00 p.m. CST Wednesday, February 12, 2025.

I/We, the undersigned, _____ residing in _____ having carefully read and considered the Specifications for the provision of a Columbarium, hereto attached and being possessed of the full meaning and intention of the same, do hereby offer to perform such services for the Corporation of The City of Dryden, of the quality and in the manner described and we, _____, will find and provide, at our own expense, including without limitation all labour, materials, plant, equipment, services, duties, taxes, patent royalties, insurance, transportation and otherwise all the means necessary for the performance of such services for the following price:

\$ _____ (taxes extra)

Amount to be repeated in writing:

_____ (taxes extra)

Signature of Contractor: _____

Mailing Address: _____

Date: _____

The lowest or any quotation not necessarily accepted. The City of Dryden reserves the right to reject any or all quotations, to waive irregularities and informalities therein and to award the contract in the best interest of the City in its sole and unfettered discretion.

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