



## Invitation to Tender Cemetery Caretaking

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### Tender Package

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The Town of Wadena is inviting tenders for a caretaker to provide landscaping and maintenance services at the Wadena Cemetery.

Sealed Tenders clearly marked “**Tender – Cemetery Caretaking**”, will be accepted until **4:00 PM on Friday, April 4<sup>th</sup> 2025** at the office of the Town of Wadena, 102 Main St N, PO Box 730, Wadena, SK, S0A 4J0.

Tender documents and further information are available online at the Town of Wadena website at [townofwadena.com/bids.aspx](http://townofwadena.com/bids.aspx), and at the office of the Town of Wadena at the above address during regular office hours.

The lowest or any Tender will not be necessarily accepted.

For further information please contact:

Anna Lazar, CAO

306-338-2145

[ALazar@townofwadena.com](mailto:ALazar@townofwadena.com)



## **INTRODUCTION**

The Town of Wadena is inviting tenders for a caretaker to provide landscaping and maintenance services at the Wadena Cemetery from May to October. The Successful Tenderer(s) will provide the qualified staff to carry out the duties as outlined in these specifications.

## **CLOSING TIME**

1. Sealed Tenders clearly marked “Tender – Cemetery Caretaking” for the services contained herein and addressed to:

Town of Wadena  
102 Main St N  
PO Box 730  
Wadena SK S0A 4J0

will be received until 4:00 PM on April 4<sup>th</sup>, 2025 (herein called the “Closing Time”).

2. Faxed Tenders will not be considered or accepted.
3. Tenders will not be opened in public.

## **SUBMISSIONS**

4. Tenders will include a completed Tender Form (provided) and must be enclosed in a sealed envelope. Any Tender received after the Tender Closing Time will not be considered or accepted and will, upon request of the Tenderer, be returned to the Tenderer.
5. Tenderers and their Subcontractors may be required to submit further information or evidence relating to its qualifications or experience or relating to any other matter considered relevant by the Town in the evaluation of Tenders.
6. Tenderers must provide information as outlined on the Tender Form. Tenderers must also provide reference contact information.
7. All submissions become the property of the Town and will not be returned to the Tenderer. The Town will hold all submissions in confidence unless otherwise required by law. Tenderers should be aware the Town is a “public body” defined by Saskatchewan.

## **AGREEMENT DOCUMENTS**

8. Tenderers will carefully examine the attached Agreement document and will fully inform themselves as to all existing conditions and limitations that will affect the execution of the Agreement. No consideration will be given, after the submission of the Tender, to any claim that there was any misunderstanding with respect to the conditions imposed by the Agreement.

## **IRREVOCABILITY OF TENDERS**

9. Tenders must be irrevocable and open for acceptance by the Town of Wadena for a period of 60 calendar days after the Closing Time, even if the Town accepts the Tender of another Tenderer.



#### **ACCEPTANCE OR REJECTION OF TENDERS**

10. The Town reserves the right in its absolute discretion to accept or reject any or all Tenders, to evaluate Tenders on any basis whatsoever, and to accept any Tender it deems most advantageous to the Town.
11. The Town may waive any non-compliance with these Tender Specifications.
12. The lowest or any Tender will not necessarily be accepted.

#### **NOTICE OF AWARD**

13. The successful Tenderer will be notified of acceptance of its Tender by notification in writing delivered to the address on the Tender Form ("Notice of Award"). No other communication will constitute acceptance of any Tender.

#### **NEGOTIATING**

14. The Town reserves the right to enter into negotiations with the selected successful Tenderer, prior to award of the Agreement, for making amendments to the Agreement document as required for the Agreement to be compatible with the project, the schedule and budget, including amendments to the Services included in the Agreement or the manner in which the work will be undertaken.

#### **DUTIES OF THE CONTRACTOR**

15. The duties of the successful Tenderer will be as outlined in the attached sample Agreement document.

#### **REMUNERATION**

16. Remuneration will be as per the accepted Tendered amounts on the Tender Form.

#### **TERM**

17. The Term will be as outlined in the attached sample Agreement document.

#### **INQUIRIES**

18. All inquiries regarding this Agreement and this Invitation to Tender should be directed to Anna Lazar at 306-338-2145.
19. Before submitting a Tender, Tenderers may examine the site of the work either personally or through an authorized representative and satisfy themselves as to the local conditions and nature of the work. The Tenderer is fully responsible for obtaining all information required for the preparation of their Tender and the execution of the work.



## Tender Form – Cemetery Caretaking Services

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Tender of: \_\_\_\_\_  
(hereinafter referred to as the “Tenderer”)

In response to the Invitation to Tender for Cemetery Caretaking and the Tender Specifications, the Tenderer has carefully examined the scope of the proposed service, the work specifications and will provide all necessary labour, material, equipment, supervision and all other factors as required to complete the service as called for by these documents and in accordance with the Town requirements, for the prices tendered.

The amount tendered is the total price per month before taxes.

Amount Tendered:                 \$ \_\_\_\_\_

Please specify Tenderer’s experience in similar work:

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Please specify equipment to be used and capabilities:

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Please list a minimum of two references and their phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The Tenderer acknowledges that all employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and bylaws.

Except as expressly and specifically permitted in these Instructions to Tenderers/Bidders, no Tenderer/Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Tender, and by submitting a bid, each tenderer/bidder shall be deemed to have agreed that it has no claim.

The Tenderer acknowledges that if awarded the contract, the following documentation must be provided to the Town of Wadena within ten (10) calendar days after receipt of Notice of Award:

- Town of Wadena Business License
- GST Registration number (if applicable)
- Duly executed Agreement in duplicate

Failure to do so may result in contract being awarded to a bidder who can meet the requirements.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(postal code)

Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**The Tenderer has read and acknowledges the conditions as set out in the attached Tender Package and has carefully examined the contract documents for the Town of Wadena Cemetery Caretaking Agreement.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **SAMPLE Cemetery Caretaking Agreement**

MADE IN DUPLICATE the \_\_\_\_ day of April, 2025, between:

**TOWN OF WADENA**

PO Box 730

WADENA, Saskatchewan S0A 4J0

Hereinafter referred to as the "Town"

-and-

**JOHN DOE**

Box 000

TOWN, Saskatchewan S0A XXX

Hereinafter referred to as the "Contractor"

WHEREAS the Town is the owner of the Wadena Cemetery.

AND WHEREAS the Contractor(s) by this Agreement hereby agrees to supply certain caretaking services with respect to the Wadena Cemetery of such quality as necessary to maintain the Wadena Cemetery in a neat, clean, and aesthetically pleasing condition as well as being a respected representative of the Town of Wadena.

1. The Contractor(s) hereby covenants and agrees to the following list of duties and responsibilities which shall apply to the Wadena Cemetery and are to be completed on a weekly basis while performing safe workplace practices:
  - a) Trim grass around headstones and trees
  - b) Mow grass, bag and dispose of clippings at the Central Regional Landfill or another agreed upon location with the Manager of Works and Operations
  - c) Trim trees and pick up broken branches; remove old dead trees, with approval of the Manager of Works and Operations or Cemetery Committee
  - d) Straighten and level monuments
  - e) Replace broken cement bases and bases that are missing
  - f) Level sunken graves with black dirt, then plant grass and maintain area
  - g) Stake and prepare ground for new monuments
  - h) Mark out plot when a new grave is to be dug
  - i) Oversee contractors when a new grave is dug and when it is covered after burial
  - j) Clear up any excess gravel remaining at the plot after grave is covered
  - k) Maintain cemetery maps, working in conjunction with the Town Office staff, by checking for accuracy and marking new burials
2. The Contractor(s) further covenants and agrees to adhere to all aspects of the Cemetery Bylaw No. 03-18, being a bylaw to provide for the regulation and control of the Wadena Cemetery.
3. The Contractor(s) further covenants and agrees that all burials (full burial or cremations) must be registered with the Town Office prior to burial pursuant to Bylaw No. 03-18.



4. The Contractor(s) further covenants and agrees to supply their personal grass-cutting equipment and landscaping tools.
5. The Contractor(s) will be responsible for ensuring they have and maintain a valid Town of Wadena Business Licence.
6. The Town hereby covenants and agrees to supply the Contractor(s) with:
  - a) The necessary dirt, sand, grass seed, cement bases
  - b) A tractor with front end loader to assist in landscaping
7. Subject to the terms and conditions herein stated, the Town agrees to pay the Contractor(s) a rate of \$\_\_\_\_\_ per month. The Contractor(s) will invoice the Town on a monthly basis.
8. It is further agreed between the parties that this written agreement shall be in effect from May 1, 2025 to October 31, 2025, or as may be negotiated or extended for up to one-year by mutual agreement.
9. In the event the Contractor(s) is unavailable to perform their duties, they shall agree to provide a name of an individual who will undertake their duties in their absence to the Manager of Works and Operations for approval.
10. The contract may be terminated by either party with 30 days written notice within the contract period, and without notice outside of the contract period.

IN WITNESS WHEREOF the Parties have affixed their hands and seals the day and year first written above.

**TOWN OF WADENA**

SEAL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor