



FOREST LAWN

Where memories live,
and the stories are told.

TO: Lawn Care and Landscape Maintenance Vendor

FROM: Christopher W. Converse, Vice President - Forest Lawn Group

DATE: August 18, 2022

RE: Request for Quote

The Buffalo City Cemetery, Inc., also known as Forest Lawn, is a not-for-profit 501(c)(13) organization regulated by the New York State Department of State Division of Cemeteries. As an organization that welcomes all faiths, we operate six cemeteries and a crematory in New York:

Forest Lawn Cemetery 1411 Delaware Ave. Buffalo, NY 14209;
Lakeside Cemetery 4973 Rogers Rd. Hamburg, NY 14075;
St. Matthew's Cemetery 180 French Rd. West Seneca, NY 14224 ;
Williamsville Cemetery 5402 Main St. Williamsville, NY 14221
Gethsemane Cemetery 201 Reist St. Williamsville, NY 14221;
Lancaster Rural Cemetery 70 Cemetery Rd. Lancaster, NY 14086;
Forest Lawn Cremation Company 901 West Delavan Ave. Buffalo, NY 14209

Forest Lawn is proud to have a dedicated grounds crew and is seeking to supplement our employees with independent vendors to provide cemetery lawn care and landscape maintenance. To that end, we are conducting our due diligence to seek independent vendors who have the willingness and capacity to be considered for weekly grass cutting, trimming and landscape maintenance at all or some of our properties.

Please answer the following questions and complete the enclosed price sheet. We will be presenting these quotes to our board at our September board meeting. Therefore, your response is needed no later than **Tuesday, September 13, 2022 by 12:00 PM.**

Upon review of all RFQ responses, Forest Lawn may request vendors to provide additional information. Please provide your complete responses by mail or email to Christopher W. Converse at 1990 Main St., Buffalo, NY 14208 or cconverse@forest-lawn.com

If you have any questions, please contact Christopher W. Converse at 716-885-1600 (office), 716-818-4391 (cell), or cconverse@forest-lawn.com

1. Please list your corporate name as registered in New York State as well as any DBAs. Please include business phone number, mailing address, email address and website.

2. Do you carry the following minimum insurance coverages?

Commercial General Liability (each occurrence)	\$1,000,000	YES or NO
Medical	\$5,000	YES or NO
Personal & Adv Injury	\$1,000,000	YES or NO
Aggregate	\$2,000,000	YES or NO
Automobile Liability (each accident)	\$1,000,000	YES or NO
Umbrella Liability (each occurrence)	\$1,000,000	YES or NO
Aggregate	\$1,000,000	YES or NO
Workers Compensation (each accident)	\$100,000	YES or NO

3. Responses to this RFQ are for weekly grass cutting, trimming (around monuments and other memorials) and landscape maintenance (at most two times per year) for our seven properties named above. Quotes can be for all properties or those designated by you. Quotes are to be submitted on a flat fee basis.

Is your company able and willing, and has the capacity and staff necessary, to support these needs for the properties you have provided quotes? **YES or NO**

4. Please list your three largest accounts. Please include the name, title, and phone number of your contact person at each account as well as number of years you have had this account.

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5. Please list, in order of greatest frequency the source of your business engagements / contracts, e.g.
 - Advertising, include what media you use.

- Referrals from current customers please list the referring customer, other vendors, or cemeteries.

6. As an independent vendor, you will be required to use only your own equipment and staff. Do you believe you have sufficient staff and equipment to take on new/additional cemeteries? **YES or NO**

7. Please complete the enclosed price list.

Item	Description	Rate	Are you directly supplying the service thus the fee is a direct service charge?	Are you subcontracting this service and thus the fee includes your markup as a general contractor?*
Lawn Care	Mowing and trimming – flat rate per property below:			
	Forest Lawn Cemetery		YES or NO	YES or NO
	St. Matthew’s Cemetery		YES or NO	YES or NO
	Lakeside Cemetery		YES or NO	YES or NO
	Williamsville Cemetery		YES or NO	YES or NO
	Gethsemane Cemetery		YES or NO	YES or NO
	Lancaster Rural Cemetery		YES or NO	YES or NO
	Forest Lawn Cremation Company		YES or NO	YES or NO
Landscape Maintenance	Trimming and mulching shrubs - flat rate per property below:			
	Forest Lawn Cemetery		YES or NO	YES or NO
	St. Matthew’s Cemetery		YES or NO	YES or NO
	Lakeside Cemetery		YES or NO	YES or NO
	Williamsville Cemetery		YES or NO	YES or NO
	Gethsemane Cemetery		YES or NO	YES or NO
	Lancaster Rural Cemetery		YES or NO	YES or NO
	Forest Lawn Cremation Company		YES or NO	YES or NO
Snow Plowing	Truck/plow and driver – flat rate per property below:			
	Forest Lawn Cemetery		YES or NO	YES or NO
	St. Matthew’s Cemetery		YES or NO	YES or NO
	Lakeside Cemetery		YES or NO	YES or NO
	Williamsville Cemetery		YES or NO	YES or NO
	Gethsemane Cemetery		YES or NO	YES or NO
	Lancaster Rural Cemetery		YES or NO	YES or NO
	Forest Lawn Cremation Company		YES or NO	YES or NO

***If yes, each subcontractor to you must also complete the questionnaire and submit it with your submission.**



FOREST LAWN

Where memories live,
and the stories are told.

TO: Cemetery Interment Service Vendor

FROM: Christopher W. Converse, Vice President, Forest Lawn Group

DATE: August 18, 2022

RE: Request for Quote

The Buffalo City Cemetery, Inc., also known as Forest Lawn, is a not-for-profit 501(c)(13) organization regulated by the New York State Department of State Division of Cemeteries. As an organization that welcomes all faiths, we operate six cemeteries and a crematory in New York:

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Gethsemane Cemetery 201 Reist St. Williamsville, NY 14221;
Lancaster Rural Cemetery 70 Cemetery Rd. Lancaster, NY 14086;
Forest Lawn Cremation Company 901 West Delavan Ave. Buffalo, NY 14209

Forest Lawn is proud to have a dedicated grounds crew and is seeking to supplement our employees with independent vendors to provide interment services. To that end, we are conducting our due diligence to seek independent vendors who have the willingness and capacity to be considered for digging, backfilling and seeding all full-size casketed interments at all or some of our cemeteries.

Please answer the following questions and complete the enclosed price sheet. We will be presenting these quotes to our board at the September board meeting; therefore, your response is needed no later than **Tuesday, September 13, 2022 by 12:00 PM.**

Upon review of all RFQ responses, Forest Lawn may request vendors to provide additional information. Please provide your complete responses by mail or email to Christopher W. Converse at 1990 Main St., Buffalo, NY 14208 or cconverse@forest-lawn.com

If you have any questions, please contact Christopher W. Converse at 716-885-1600 (office), 716-818-4391 (cell), or cconverse@forest-lawn.com

1. Please list your corporate name as registered in New York State as well as any DBAs. Please include business phone number, mailing address, email address and website.

2. Do you carry the following minimum insurance coverages?

Commercial General Liability (each occurrence)	\$1,000,000	YES or NO
Medical	\$5,000	YES or NO
Personal & Adv Injury	\$1,000,000	YES or NO
Aggregate	\$2,000,000	YES or NO
Automobile Liability (each accident)	\$1,000,000	YES or NO
Umbrella Liability (each occurrence)	\$1,000,000	YES or NO
Aggregate	\$1,000,000	YES or NO
Workers Compensation (each accident)	\$100,000	YES or NO

3. Responses to this RFQ are for digging, backfilling and seeding all full-size casketed burials at our six cemeteries named above. Quotes can be for all cemeteries or just those designated by you. Quotes are to be a flat rate per burial.

Last year's burial services are as follows: Forest Lawn Cemetery, Buffalo (380), Lakeside Cemetery, Hamburg (194); St. Matthew's Cemetery, West Seneca (286); Williamsville (23) & Gethsemane (8) Cemeteries, Williamsville, Lancaster Rural Cemetery, Lancaster (30).

Is your company able and willing, and has the capacity and staff necessary, to support these needs for the cemeteries you have provided quotes? **YES or NO**

4. Given the nature of death care, our request for work is communicated through electronic means and is frequently given with a maximum of 24 hours' notice, or less for religious service requests. Do you have dedicated staff available to respond to requests for work 24/7, 365 days per year? **YES or NO**

5. Please list your three largest accounts. Please include the name, title, and phone number of your contact person at each account as well as number of years you have had this account.

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6. Please list, in order of greatest frequency the source of your business engagements / contracts, e.g.
- Advertising, include what media you use.
 - Referrals from current customers please list the referring customer, other vendors, or cemeteries.

7. As an independent vendor, you will be required to use only your own equipment and staff. Do you believe you have sufficient staff and equipment to take on new/additional cemeteries? **YES or NO**

8. Please complete the enclosed price list.

Item	Description	Rate	Are you directly supplying the service thus the fee is a direct service charge?	Are you subcontracting this service and thus the fee includes your markup as a general contractor?*
Full Burial	Dig cover and seed grave – Monday through Friday			
	Forest Lawn Cemetery		YES or NO	YES or NO
	St. Matthew’s Cemetery		YES or NO	YES or NO
	Lakeside Cemetery		YES or NO	YES or NO
	Williamsville Cemetery		YES or NO	YES or NO
	Gethsemane Cemetery		YES or NO	YES or NO
	Lancaster Rural Cemetery		YES or NO	YES or NO
Saturday	Saturday charge (in addition to M-F charge)		YES or NO	YES or NO
Sunday/Holiday	Sunday or holiday charge (in addition to M-F charge)		YES or NO	YES or NO
Delivery/Trucking	Dump truck – per hour with operator		YES or NO	YES or NO
Delivery/Trucking	Truck and trailer – per hour with operator		YES or NO	YES or NO
Excavation	Excavator/skidsteer/backhoe – per hour with operator		YES or NO	YES or NO

***If yes, each subcontractor to you must also complete the questionnaire and submit it with your submission.**