

Request For Quotation: Lawn Services, Burial Services, Miscellaneous Services

August 15, 2024

Forest Lawn Cemetery Group
1990 Main Street, Buffalo, NY 14208

Contact: Jamie Lotz, VP of Finance, jlotz@forest-lawn.com

Phone Number: 716/885-1606, ext. 212

Date Issued: August 15, 2024

Response Deadline: September 16, 2024, 3:00 p.m. ET to Forest Lawn Cemetery Group, c/o Jamie Lotz, Vice President of Finance, 1990 Main Street, Buffalo, NY 14208 or electronically to: jlotz@forest-lawn.com

Forest Lawn Cemetery Group is a not for profit, 501c(13) organization regulated by the New York State Department of State, Division of Cemeteries. We operate 13 cemeteries and a crematory in Western 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
Oakwood Cemetery 202 Oakwood Ave. East Aurora, NY 14052
Forest Hill/ Attica Cemetery 40 High St. Attica, NY 14011
Griffins Mills Cemetery 67 West Falls Rd. West Falls, NY 14170
Freedom & Freedom Rural Cemeteries 497 Freedom Rd. Freedom, NY 14065
Quaker Settlement Cemetery 3870 Quakertown Rd. Warsaw, NY 14569
Evergreen Lawn Cemetery 13430 Bloomingdale Rd. NY 14001
Clarence Fillmore Cemetery 4580 Ransom Rd. Clarence, NY 14031 *

**Clarence Fillmore Cemetery to merge with Forest Lawn Cemetery Group prior to 01/01/2025*

Forest Lawn has a dedicated grounds crew and seeks to supplement our employed grounds crew with independent vendors to provide cemetery lawn care, burial services, and landscape maintenance.

We are widely recognized for the great condition of our cemetery grounds and seek vendor partners who are committed to maintaining our well cared for landscapes. Specialized care of cemeteries requires the ability to mow and trim between memorials, markers and in the presence of our lot holders and family members.

Vendors may elect to bid on any, or all of the services contained in this RFQ for Forest Lawn's 13 cemeteries.

In the interest of budget management, we are seeking quotations for a period of **two years** for lawn care (Grass cutting, trimming and landscape maintenance) at our cemeteries and quotations for **one year** for Burial Services and other services.

Of note, lawn work at Forest Lawn Cemetery in Buffalo, NY is supplemental to the organization's full time grounds crew and thus should be quoted on an **hourly basis**. Work at all other cemeteries (lawn care, burial services, etc.) is work that will be performed exclusively by the vendor and **should be bid at a per mow basis**, (vendor should assume an average of 3 mows per month from April-October as well as Spring and Fall cleanups of the cemetery grounds for each of the cemeteries included in this RFQ).

Burial Services (Full and Cremation) should be bid at a **per occurrence** basis and assume year-round availability for burials. All other services (snowplowing, landscaping, use of excavator, etc.) **should be bid at a per hour** basis and assume year-round availability.

QUOTATION FOR LAWN SERVICES (2 Year Bid January 1, 2025- December 31, 2026)

See attached sheet for approximate maintained acres for each of the cemeteries included in this RFQ and respond/bid using the Quotation Sheet. Please note Forest Lawn Cemetery, Buffalo NY should be bid on an hourly basis, all other cemetery properties should be bid on a per mow basis. "Per Mow" for each of the cemetery properties in the RFQ must be completed in no more than 2 consecutive days. Spring and Fall cleanups at cemetery properties will be treated as a "per mow" billing.

QUOTATION FOR BURIAL SERVICES (Annual Bid, January 1, 2025-December 31, 2025)

See attached sheet for burial service numbers at each of the cemeteries included in this RFQ and respond/bid using the Quotation Sheet. Vendors may respond with bid (per occurrence) for each of the cemeteries included in this bid. Burial services require ability of the vendor to quickly and accurately remove earth from cemetery grounds for both Full Casket and Cremation burials, using their own equipment. Quotation must include the total of "opening" and "closing" costs for each burial. Forest Lawn will provide the selected vendor an additional \$100 for each Saturday and \$200 for each Sunday burial.

Vendors responding must have ability for their employees to be present at burials, working professionally with Funeral Directors, Vault companies and families at our cemeteries.

QUOTATION FOR MISCELANEOUS SERVICES (Annual Bid, January 1, 2025-December 31, 2025)

See attached sheet to respond/bid with Hourly Rates for listed Miscellaneous Services at any cemetery using the Quotation Sheet.

Approximate maintained acreage of each cemetery	
	<u>Acreage</u>
Forest Lawn Cemetery 1411 Delaware Ave. Buffalo, NY 14209	259
Lakeside Cemetery 4973 Rogers Rd. Hamburg, NY 14075	75
St. Matthew's Cemetery 180 French Rd. West Seneca, NY 14224	65
Williamsville Cemetery 5402 Main St. Williamsville, NY 14221	8
Gethsemane Cemetery 201 Reist St. Williamsville, NY 14221	5
Lancaster Rural Cemetery 70 Cemetery Rd. Lancaster, NY 14086	23
Oakwood Cemetery 202 Oakwood Ave. East Aurora, NY 14052	16
Forest Hill / Attica Cemetery 40 High St. Attica, NY 14011	30
Griffins Mills Cemetery 67 West Falls Rd. West Falls, NY 14170	5
Freedom & Freedom Rural Cemeteries 497 Freedom Rd. Freedom, NY 14065	5
Quaker Settlement Cemetery 3870 Quakertown Rd. Warsaw, NY 14569	1
Evergreen Lawn Cemetery 13430 Bloomingdale Rd. Akron, NY 14001	8
Clarence Fillmore Cemetery 4580 Ransom Rd. Clarence, NY 14031	13

Forest Lawn Group Cemeteries	Fiscal 2023/2024	Fiscal 2023/2024
	Full Casketed Burials	Cremated Body Burials
Forest Lawn Cemetery	425	346
Lakeside Cemetery	249	127
St. Matthew's Cemetery	223	201
Williamsville Cemetery	11	28
Gethsemane Cemetery	9	5
Lancaster Rural Cemetery	30	34
Oakwood Cemetery	11	32
Attica / Forest Hill Cemetery	14	18
Griffins Mills Cemetery	4	10
Freedom & Freedom Rural Cemeteries	1	0
Quaker Settlement Cemetery	1	0
Evergreen Lawn Cemetery	7	14
Clarence Fillmore Cemetery	27	38

*** This information is CONFIDENTIAL and should not be shared or disseminated by prospective bidders.**

Terms

Monthly billing by all vendors required, net 30 days on all invoices, paid via check or ACH by Forest Lawn Cemetery Group as vendor prefers.

Conditions

All selected vendors must provide documented proof of insurance coverage (see "Insurance Coverage Requirements") if awarded a contract with Forest Lawn Cemetery Group and be willing to sign the cemetery's liability waiver (see attached Insurance Coverage Requirements, included for informational purposes as part of this RFQ). If/when vendor is awarded a contract with Forest Lawn Cemetery Group, all insurance coverage must be confirmed and documented within five business days or vendor will forfeit the contract.

INSURANCE COVERAGE REQUIREMENTS

The Contractor shall maintain, at its own expense, throughout the Contract and any extensions thereof, the insurance coverages and minimum required limits as described below. Failure by the Contractor to maintain any required insurance coverages shall be deemed to be a material breach of the terms of this Contract.

In all cases where Excess or Umbrella policies are used in order to meet the minimum required levels of coverage, the coverage provisions of such Excess or Umbrella Liability policies must exceed or follow form of the underlying policies.

Required Policies and Limits

A. Workers Compensation Insurance

- Limits:** Statutory policy covering employees in New York State.
- Election of Coverage:** Coverage must apply to all employees including, but not limited to sole proprietors, members, partners, officers and directors.

B. Employers Liability Insurance

- Limits:** \$1,000,000 Bodily Injury by Accident – Each Employee
\$1,000,000 Bodily Injury by Disease – Each Employee
\$1,000,000 Bodily Injury by Disease – Policy Limit

C. Commercial General Liability Insurance

- Limits:** \$1,000,000 Per Occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregate
- Coverage:** Property Damage, Bodily Injury, Products Liability, Completed Operations and Contractor Liability. Contractors or Vendors insurance shall be considered primary, noncontributory, and not Excess coverage.
- Form:** Occurrence Based – ISO or Equivalent

D. Business Automobile Liability Insurance

- Limits:** \$1,000,000 Combined Single Limit
- Coverage:** Any Auto (All Owned, Non-owned and Hired Vehicles)
- Form:** Occurrence Based – ISO or Equivalent

E. Umbrella Liability

Underlying Coverage: General Liability, Commercial Automobile and Employers Liability.

Limits: \$4,000,000 Each Claim
\$4,000,000 Aggregate

Insurance Companies and Underwriters

All policies must be written with carriers who are licensed to write business in the state that work is being performed. Carriers must maintain an A.M. Best Rating of A- or better, with a financial size category of X or better.

Alternate Employer Endorsement

The required Workers Compensation policy must include the alternate employer endorsement listing Forest Lawn Cemetery Group as the Alternate Employer.

Additional Insured Status

Forest Lawn Cemetery Group, its members, subsidiaries, directors, officers and employees shall be included as Additional Insureds under the Commercial General Liability and Business Automobile Liability policies required in the above section.

Additional Insured coverage under the Commercial General Liability section shall include both the ongoing operations (CG 20 10 or equivalent) and completed operations hazards (CG 20 37 or equivalent).

Additional Insured status shall apply on a primary and noncontributory basis.

Waiver of Subrogation

Contractor waives all rights of subrogation against Forest Lawn Cemetery Group, its members, subsidiaries, directors, officers and employees for recovery of damages to the extent these damages are covered by any of the Independent Contractors insurance policies maintained above.

All required policies should be endorsed to include a waiver of subrogation in favor of Forest Lawn Cemetery Group, its members, subsidiaries, directors, officers and employees.

Notice of Cancellation/Material Change

All policies required above shall include an endorsement which provides 30 days' written notice of cancellation or material change from the insurance carrier.

Certificates of Insurance

Prior to commencing work, and then upon any change or renewal of any insurance coverage throughout the contract term, the Contractor shall provide Forest Lawn Cemetery Group with a Certificate of Insurance. The Certificate of Insurance must be executed by a duly authorized representative of each insurer and it must show coverage in compliance with the insurance requirements.

Copies of required additional insured and waiver of subrogation endorsements must be included with the Certificate of Insurance.

Failure of Forest Lawn Cemetery Group to demand a Certificate of Insurance showing evidence of full compliance is not a waiver of the required coverages.

SAMPLE

Hold Harmless Agreement

The Contractor shall execute the following agreement:

To the fullest extent permitted by law, _____ agrees to defend, pay on behalf of, indemnify and hold harmless The Buffalo City Cemetery, Inc., its elected and appointed officials, agents, employees and volunteers and others working on behalf of The Buffalo City Cemetery, Inc. against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from The Buffalo City Cemetery, Inc its elected and appointed officials, its agents, employees, volunteers or others working on behalf of The Buffalo City Cemetery, Inc, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

By:

For the Contractor

For The Buffalo City Cemetery, Inc.

Notary

Notary

Do not submit with RFQ response – Provided for informational purposes only.

RESPONSE TO RFQ

THIS DOCUMENT MUST BE SUBMITTED, SIGNED AND RECEIVED NO LATER THAN 3:00 p.m. ET by FOREST LAWN CEMETERY GROUP, ATTN: JAMIE LOTZ, VP of FINANCE
Mail: 1990 Main Street, Buffalo, NY 14208
email: jlotz@forest-lawn.com

GENERAL INFORMATION (Must be completed by all vendors)

Corporate Name _____

d/b/a _____

Primary Contact _____

Primary Phone Address _____

C/S/Z _____

Website _____

EIN# (Federal Tax ID) _____

Please provide Forest Lawn with three business references, ideally your firm's three largest accounts.

1. _____

2. _____

3. _____

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

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

QUOTATION FOR LAWN CARE SERVICES 1/1/2025 - 12/31/2026	
Forest Lawn Group Cemetery	
	Per Hour Rate
Forest Lawn Cemetery	
	Per Mow Price
Lakeside Cemetery	
St. Matthew's Cemetery	
Williamsville Cemetery	
Gethsemane Cemetery	
Lancaster Rural Cemetery	
Oakwood Cemetery	
Forest Hill / Attica Cemetery	
Griffins Mills Cemetery	
Freedom & Freedom Rural Cemeteries	
Quaker Settlement Cemetery	
Evergreen Lawn Cemetery	
Clarence Fillmore Cemetery	

*Vendor may bid on one or more cemetery

Name of vendor _____

Signature of Owner / Operator _____

Date _____

Submit form with RFQ response

QUOTATION FOR BURIAL SERVICES 1/1/2025 - 12/31/2025		
Forest Lawn Group Cemetery	Full Casketed Burial - Must Include Topsoiling & Seeding of space	Cremated Body Burial - Must Include Topsoiling & Seeding of space
Forest Lawn Cemetery		
Lakeside Cemetery		
St. Matthew's Cemetery		
Williamsville Cemetery		
Gethsemane Cemetery		
Lancaster Rural Cemetery		
Oakwood Cemetery		
Forest Hill / Attica Cemetery		
Griffins Mills Cemetery		
Freedom & Freedom Rural Cemeteries		
Quaker Settlement Cemetery		
Evergreen Lawn Cemetery		
Clarence Fillmore Cemetery		

Bidder will receive an additional \$100 for each Saturday burial service
Bidder will receive an additional \$200 for each Sunday burial service

QUOTATION FOR MISCELANEOUS SERVICES 1/1/2025 - 12/31/2025		
	Per Hour	All Cemeteries Yes or No*
Dump Truck w / Operator		
Truck and Trailer w / Operator		
Excavator w / Operator		
Skid Steer w / Operator		
Landcape Labor (per person)		
Snowplowing w / Operator		

***List cemeteries if NO is circled above.**

Name of vendor _____

Signature of Owner / Operator _____

Date _____

Submit form with RFQ response

Forest Lawn Cemetery Group

VENDOR NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor.

THIS FORM SHALL BE NOTARIZED:

Subscribed to under penalty of perjury under the laws of the State of New York, this ____ day of _____, 2024 as the act and deed of said corporation or partnership.

Potential Contractor: _____

Street Address: _____

City, State, Zip Code: _____

Telephone #: _____

Signature: _____ Signature Date: _____

Printed Name _____ Title: _____

Typed/Printed name and title of person certifying (must be a principal of the organization)