

Issue Date	Time and Date of Opening	Buyer	Buyer Phone Number
1/10/23	11:00 A.M. Alaska Time, January 25, 2023	Vanisha Wyche	907-343-4590

ADDENDUM No. 1

TO INVITATION TO BID No. 2023B001

DATE ISSUED: January 18, 2023

TITLE: 2023B001 Provide Cemetery Maintenance and Burial Services to the Municipality of Anchorage (MOA), Parks & Recreation Department.

The following changes and/or additions are hereby made to subject Invitation to Bid:

- 1. INCORPORATE:** the attached questions & answers sheet, consisting of two (2) pages, identified as Addendum No. 1, dated January 18, 2023.
- 2. REPLACE:** Specifications, pages 1-51 with the attached pages **1R-51R**, identified as Addendum No. 1, dated January 18, 2023.

All other terms, conditions, and specifications remain unchanged.

An electronic (.pdf) copy of the Invitation to Bid is available at Municipality of Anchorage (MOA), Purchasing Officer's website; (<http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>). It is your responsibility to periodically check the website for any addenda.

THIS ADDENDUM MUST BE ACKNOWLEDGED IN SPACE PROVIDED ON BID PROPOSAL SHEET OR SIGNED AND RETURNED TO PURCHASING PRIOR TO TIME SET FOR BID OPENING IN ACCORDANCE WITH ANCHORAGE MUNICIPAL CODE 7.20.020C.

The MOA reserves the right to accept or reject bids. Prices bid must be F.O.B. Destination. The MOA is exempt from Federal Excise Tax. Bids must be submitted to the Purchasing Department prior to time set for opening. Any bids not received by the Purchasing Department prior to that time will not be considered and will be returned. Time of receipt of bids will be as determined by the time stamp in the Purchasing Department, 632 W. 6th Avenue, Suite 520.

Please ACKNOWLEDGE AND RETURN THIS ADDENDUM PRIOR TO THE DATE AND TIME SHOWN ABOVE OR YOUR BID MAY BE REJECTED.

Authorized Representative Signature

Date

Printed Name

Printed Vendor Name

MUNICIPALITY OF ANCHORAGE



Nikki Martindale
Deputy Purchasing Director

Questions – CITB 2023B001 Cemetery Maintenance and Burial Services 2023

Question #1

90.48 Infant burials. Can the bid specifications be changed to 36 inches deep instead of 3.5 feet? Getting in and out of the grave for the contractor to assist makes it much more difficult at 40 inches. In addition, 40 Inches deep requires an additional dirt cart to be used to remove the rest of the dirt, instead of using just 1.

Answer 1: Yes, the revised specifications of "Section 90.08 Grave Preparation, Infant Direct Interment" will now be (36") inches" changed from "(40") inches". Section 90.48 is Grave Insulation.

Question 2:

90.11 Graveside Services

Can new carpets be purchased to provide a more professional appearance without folds? These folds provide a trip edge during burial services.

Answer 2: Will need to be discussed with the Cemetery Director when required. Will be billed under:

#47 Bid Proposal Section 90.52

Provide Items, Products or Services

(% Mark-Up)

Example: \$1,000 x 10%=\$100

Question 3:

90.13 Winter Burials

Weather conditions vary substantially based on snowfall, wind, rain, etc. Sometimes there is no significant extra effort needed. Should there be an adder fee instead of adding these costs to each burial?

Answer 3: No. Additional snow removal if needed will be billed under "Snow Removal"

Question 4:

90.38 Snow Removal

Will this contract include the contractor being responsible for snow and ice removal from roads and sidewalks? As described in this specification?

Answer 4: In an emergency if needed.

Question 5:

Will the contractor be responsible for planting flowers at the cemetery?

Answer 5: No

Question 6:

Will the contractor be responsible for maintaining flowers at the cemetery?

Answer 6: No

Municipality of Anchorage

Anchorage Parks & Recreation



ANCHORAGE MEMORIAL PARK CEMETERY
**MAINTENANCE AND BURIAL SERVICES
CONTRACT**

SPECIFICATIONS AND CONTRACT DOCUMENTS

Municipality of Anchorage

P.O. Box 196650
Anchorage, Alaska
99519-6650

ANCHORAGE MEMORIAL PARK CEMETERY
MAINTENANCE AND BURIAL SERVICES CONTRACT

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**ANCHORAGE MEMORIAL PARK CEMETERY
MAINTENANCE AND BURIAL SERVICES
CONTRACT**

SPECIAL PROVISIONS

SECTION 90.01 LOCATION AND SCOPE

All proposed work is located within the Municipality of Anchorage corporate limits more specifically located at the Anchorage Memorial Park Cemetery. The work included under this contract consists of furnishing all labor, supervision, and other facilities necessary to successfully complete the work set forth in the specifications. It shall be the responsibility of the bidder to prepare his/her bid so that all materials shall harmoniously conform to the intent of these Special Provisions.

This contract will provide the Municipality of Anchorage and the Department of Parks & Recreation, hereinafter referred to as “the Owner”, the ability to provide maintenance and burial service activities at the Anchorage Memorial Park Cemetery on an “as required basis”. This is not an exclusive contract to the Contractor. The Owner reserves the right to perform work of a similar nature. In the event the Contractor is not responsive to the Cemetery’s requirements as detailed in this contract, the Cemetery reserves the right to contract with another service provider. Any costs incurred in such a fashion by the Cemetery that exceeds the contract amount for the same work, will be charged to the Contractor. Payment for all work will be on a unit price basis as bid in the bid schedule. At times it may be necessary to have the Contractor perform additional work not covered under the bid items. The Contractor shall provide the Owner with a written proposal of the scope and costs for approval for the proposed work. Prior to starting the proposed work, the Contractor shall receive written approval from the Owner.

The Contractor will provide proof to the Parks & Recreation Cemetery Director that they have the expertise to administer all phases of this contract. Proof will be in the form of at least three (3) references of former employers of similar contracts who can attest to the Contractor’s expertise. The Contractor’s experience must include at least three (3) years managing cemetery maintenance and burial services. The Contractor will be required to effectively operate a backhoe and various other landscaping equipment, such as mowers and tractors. The Contractor may be required to demonstrate their ability to operate equipment if required by the Cemetery Director. Additionally, it is preferred that the Contractor have proven (at least two summer seasons) experience operating, maintaining, and repairing underground automatic sprinkler systems. The Contractor, its employees and subcontractors must have a valid Alaska’s Driver License when operating Municipal motorized equipment. The Contractor, its employees and subcontractors must have a valid Alaska’s Driver License when operating Municipal motorized equipment. The scope of this contract includes the application of pesticides/herbicides to the cemetery grounds. The Contractor must have a current, valid Pesticide Applicator certification appropriate to the work being performed.

The Bid Schedule is a partial list of maintenance activities that may be required. The estimated

quantities listed in the Bid Schedule are for evaluation of bids only. No adjustment of underruns or overruns will be made. Increased quantities and decreased quantities do not apply to this contract.

The Owner shall give at least a twenty-four (24) hour notice on any of the work referenced in these contract documents except for winter burials. The Owner shall provide at least a forty-eight (48) hour notice for winter burial services. The Contractor, in turn, is expected to respond and be available within the time frame mentioned above.

It is the intent of the Owner to furnish all needed supplies. If the Owner cannot supply a specifically needed item or product the Contractor, with prior Owner approval, will acquire the item or product and the Owner shall reimburse the Contractor for the actual cost incurred plus the percent markup according to bid section 90.52.

It is the intent of the Owner to furnish all the equipment necessary to accomplish the work described within these contract documents. Any equipment that is not supplied, and the Contractor elects to use, will be considered incidental and no additional payment will be made. The use of any equipment not furnished by the Owner must be approved by the Owner prior to use at the Cemetery. The inventory list of equipment available to execute this contract is located in Appendix B.

The Contractor is fully responsible for damage to Municipal equipment caused by the Contractor, Contractor's employees or subcontractors. Any damage to Municipal equipment should be reported to the Cemetery Director immediately and shall be reported to the Cemetery Director not later than twenty-four (24) hours following the incident or discovery of the damage. Under no circumstances are Municipal equipment or facilities available for the personal use of the Contractor. Contractor may not store personal equipment in Municipal facilities nor perform maintenance on personal equipment using Municipal tools, equipment or facilities. Additionally, under no circumstances may the Contractor remove Municipal equipment from Municipal property for personal use or gain.

It is imperative that while maneuvering equipment throughout the cemetery grounds, sufficient room be given in and around markers and monuments. Any damage to Municipal property should be reported to the Cemetery Director immediately and shall be reported to the Cemetery Director not later than twenty-four (24) hours following the incident or discovery of the damage. The Contractor, Contractor's employees and subcontractors shall take extreme care to avoid hitting markers and monuments throughout the cemetery. The Contractor is responsible to correct damage done to markers or monuments, accent plants, shrubs, and trees as a result of negligence of the Contractor or the Contractor's employees or subcontractors. Generally, the only way to correct a chipped marker or monument is to purchase a new one. This can be a very expensive error and the Contractor should heed the suggestion to avoid hitting markers or monuments with backhoes, tractors, four-wheelers and most importantly, mowers or any other equipment taken onto the cemetery grounds.

It is expected that the Contractor's employees will be sensitive to the feelings and wishes of bereaved family and friends during burial services and visits to the cemetery. All contact with

the public will be courteous and deferential. The Contractor shall at all times enforce strict discipline and good order among its employees and subcontractors and shall not employ any unfit person or anyone not skilled in the task assigned to them. The Owner may require the Contractor to remove any employee or subcontractor the Owner deems incompetent, careless, or otherwise objectionable. Any incidents involving the public (interactions, complaints, confrontations, etc....) shall be reported to the Cemetery Director immediately. The Contractor or a designated site manager is required to be present at the Anchorage Memorial Park Cemetery at least once each day on days that work is being conducted by Contractor's workers.

All incidents (damage to equipment, property or incidents involving the public) will require the Contractor to complete forms provided by the Cemetery Director for this purpose. This should be done regardless of fault, to protect both the Contractor and the Cemetery should the incident result in litigation. For instances where the Contractor, Contractor's employees or subcontractors are responsible for the damage, the Contractor shall provide a written corrective action plan to the Cemetery Director detailing steps being taken to avoid similar incidents in the future. The plan shall include a written follow-up report not more than fourteen (14) days after the incident detailing the steps that the Contractor has taken to mitigate the possibility of similar incidents in the future.

SECTION 90.02 TIME OF COMPLETION

Time of Completion for this project will be from the effective date of the Notice-to-Proceed until December 31, 2023. In addition, there is four (4) one-year extension option available which may be exercised upon mutual written agreement of both parties, subject to appropriation.

SECTION 90.03 DEFINITIONS

Burial Service: The coordination with Owner to schedule and perform all activities necessary to complete interments.

Cemetery: The Anchorage Memorial Park Cemetery located between 6th Avenue and 9th Avenue and Cordova Street and Fairbanks Street, in Anchorage, Alaska.

Groundskeeping Services: All steps and procedures necessary to maintain the Cemetery at a high level of aesthetic appearance and in a manner consistent with professional groundskeeping standards.

Summer Season: The period of time generally from May 1st through October 31st (depending on the weather) when there is unrestricted access to the cemetery for grave excavation. During the "Summer Season" the Owner guarantees a minimum of a twenty-four (24) hour notice for burials. As a service to the Jewish and Muslim communities, the Contractor is requested to react as expeditiously as possible to Jewish and Muslim burial requests.

Winter Season: The time period from generally November 1st through April 30th (depending on the weather) when snow cover or freeze conditions restrict grave excavation to a defined

area set aside for winter burials. During the "Winter Season" the Owner guarantees a minimum of a forty-eight (48) hour notice for burials. As a service to the Jewish and Muslim communities, the Contractor is required to react as expeditiously as possible to Jewish and Muslim burial requests. These requests are typically for the burial to occur less than 24 hours after the death occurs.

Maintenance: Means the physical, but not financial, responsibility of ensuring that all cemetery equipment is in normal operational condition to include oil changes, lubrication, and general preventive maintenance.

Grave Marker: Means a metal or natural stone marker which is mounted flush to the ground (a flat marker) and used to identify a grave.

Grave Monument: Means a metal or natural stone marker which protrudes above ground (a pillow, slant, upright or above ground flat marker) and is used to identify a grave.

Safe Manner: Safety and health practices are to be integrated throughout all phases of the execution of this contract. The Contractor and Contractor's employees and subcontractors are expected to be knowledgeable of and practice all applicable federal, state and local safety and health policies and procedures to include, but not limited to, those required by the Department of Labor Occupational Safety and Health Administration (OSHA) and the Alaska Division of Labor Standards and Safety Occupational Safety and Health Section (AKOSH).

Professional Manner: Along with the acceptance of this contract comes a non-tangible aspect that is difficult to quantify. Nearly everyone that enters the cemetery grounds is carrying a burden that we who work at the cemetery must be sensitive to. In almost all cases, they are grieving the loss of a family member or close friend but almost always someone they loved. The objective at the Anchorage Memorial Park Cemetery is to provide a place for healthy grieving. These visitors will always be treated with the utmost courtesy, respect, dignity and concern for their particular circumstance. The best way to treat them is to treat them as if they were a member of your own family.

It shall be expected of the Contractor and all employees that any interactions with the public be conducted in the utmost professional manner. Pursuant to Anchorage Municipal Code 25.60.095, persons working in the cemetery under this contract are not to accept money from any visitor and unsolicited contact with the public shall be avoided. The Contractor may not represent or speak for the Municipality in any official manner, but visitors may not be aware of this. Visitors who approach the Contractor or his employees shall be engaged directly only as necessary to promptly direct them to the Cemetery Director or Cemetery staff for assistance.

Additionally, it must be recognized that many different cultures come together at the Cemetery. Unfortunately, we cannot satisfy all of their unique traditions. When the Owner and/or Contractor needs to communicate with families, we must treat them with respect even though we sometimes have to say "NO". We will always try to provide the

best aesthetics possible for their services, however large or small. Remember, in this time of despair, they need the best we can provide.

SECTION 90.04 EQUAL EMPLOYMENT OPPORTUNITY AND DISADVANTAGED/ WOMEN-OWNED BUSINESS ENTERPRISE PARTICIPATION

The Contractor is encouraged to use D/WBE businesses for any sub-contracted work that may be required.

SECTION 90.05 MEASUREMENT AND PAYMENT

The contract price shall constitute full compensation for furnishing all plant, labor, and materials, and performing all operations required to complete the work as specified or otherwise directed. Notwithstanding the omission or mention of any incident or incidental work, the contract price and payment shall also constitute full compensation for all work incident or incidental to completion of the items, unless such work is otherwise specifically mentioned for separate payment under another bid item. In the event any work is required by the bidding schedule and is not directly incident or incidental to the completion of any such items; the contract price or prices for all enumerated items shall also constitute full compensation of such work. The Contractor shall submit a daily Work Control Form (provided by the Owner) detailing the work accomplished for that day and the fees charged within forty-eight (48) hours of the work being completed. Any Work Control Form(s) submitted after forty-eight (48) hours will incur a ten percent (10%) penalty assessed against **ALL** the work performed on those "late" Work Control Forms. The Owner will evaluate the work accomplished and approve the amount charged for that day. The Contractor's monthly invoice (compiled from the daily Work Control Forms) for work completed shall be submitted to Owner within a time frame mutually decided upon between Owner and Contractor. The Owner shall process the invoice and make payment to the Contractor within twenty (20) days of receipt of the statement.

SECTION 90.06 GRAVE PREPARATION, ADULT DIRECT INTERMENT

Article 6.1, Description

This work shall consist of excavating a grave plot with Owner furnished equipment at the location directed by the Owner or his representative. Excavation shall be large enough to accommodate a vault and casket combination up to forty-five (45") inches wide and ninety-six (96") inches long to a minimum depth of sixty (60") inches. The vault is generally a lightweight poly enclosure consisting of base and a top which is placed over the casket on the base, or a concrete base and top or another authorized vault thus enclosing the casket. The sod shall be removed and stored for later use. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided and removed from the area.

There will be no graveside service. The casket shall be placed in the grave using straps or other appropriate equipment such as a lowering device. Site preparation for the adult interment will be completed at least 60 minutes prior to the scheduled burial time. The Contractor shall be available as required to assist with the burial with such things as casket bearer service or

positioning the casket or vault and lowering the casket if requested. Upon completion of the burial, all equipment placed at the site will be removed to storage and the grave will be backfilled as follows. Using previously removed soil materials, gradually place dirt around the vault and compact along the way. Under no circumstances will any soil material be dumped on the vault before soil is compacted around the sides. Once the soil is compacted around the vault, only then can fill be added to the top of the vault. Once filled a foot or so over the vault it is compacted, and this continues until the grave is filled to a level that will accept the sod or topsoil as deemed appropriate by the Owner. If sodded, the sod should be placed so that it is level to the ground and if necessary for a uniform look, topsoil and grass seed should be added and smoothed over the grave. If the sod is of no use, the Contractor shall reseed immediately after the burial.

A temporary marker of a type and design determined by the Owner shall be installed by the Contractor at the gravesite immediately after each burial to identify the grave.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.06 shall be conducted in a safe and professional manner.

Article 6.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the grave preparation shall be Owner furnished.

Article 6.3, Method of Payment

Grave Preparation, Adult will be measured by each unit completed.

Article 6.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item		Pay Unit
Grave Preparation, Adult	Each	

SECTION 90.07 GRAVE PREPARATION, CHILD DIRECT INTERMENT

Article 7.1, Description

This work shall consist of excavating a grave plot at the location directed by the Owner or his representative. Excavation shall be large enough to accommodate a vault and casket combination up to thirty-six (36") inches wide and from forty-five to seventy-two (45" to 72") inches long to a minimum depth of forty-eight (48") inches. The vault is generally a poly enclosure consisting of a base and a top which is placed over the casket on the base, or a concrete

base and top or another authorized vault thus enclosing the casket. The sod shall be removed and stored for later use. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided and removed from the area.

There will be no graveside service. The casket shall be placed in the grave generally using straps but also other appropriate equipment such as a lowering device may be used. Site preparation for the child interment will be completed at least 60 minutes prior to the scheduled burial time. The Contractor shall be available as required to assist with the burial with such things as casket bearer service or positioning the casket or vault. Upon completion of the burial, all equipment placed at the site will be removed to storage and the grave will be backfilled as follows. Using previously removed soil materials, gradually place dirt around the vault and compact along the way. Under no circumstances will any soil material be dumped on the vault before soil is compacted around the sides. Once the soil is compacted around the vault, only then can fill be added to the top of the vault. Once filled a foot or so over the vault it is compacted, and this continues until the grave is filled to a level that will accept the sod or topsoil as deemed appropriate by the Owner. If sodded, the sod should be placed so that it is level to the ground and if necessary for a uniform look, topsoil and grass seed should be added and smoothed over the grave. If the sod is of no use, the Contractor shall reseed immediately after the burial.

A temporary marker of a type and design determined by the Owner shall be installed by the Contractor at the gravesite immediately after each burial to identify the grave.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.07 shall be conducted in a safe and professional manner.

Article 7.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the grave preparation shall be Owner furnished.

Article 7.3, Method of Payment

Grave Preparation, Child shall be measured by each unit completed.

Article 7.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Preparation, Child	Each

SECTION 90.08 GRAVE PREPARATION, INFANT DIRECT INTERMENT

Article 8.1, Description

This work shall consist of excavating a grave plot at the location directed by the Owner or his representative. Excavation shall be large enough to accommodate a vault/casket combination up to twenty-four (24") inches wide and forty-two (42") inches long to a minimum depth of forty (36") inches. The sod shall be removed and stored for later use. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided and removed from the area.

There will be no graveside service. The casket shall be placed in the grave generally using straps or by hand but other appropriate equipment, such as a lowering device, may be used. Site preparation for the infant interment will be completed at least 60 minutes prior to the scheduled burial time. The Contractor shall be available as required to assist with the burial with such things as casket bearer service or positioning the casket or vault. Upon completion of the burial, all equipment placed at the site will be removed to storage and the grave will be backfilled as follows. Using previously removed soil materials, gradually place dirt around the casket/vault and compact along the way. Under no circumstances will any soil material be dumped on the casket/vault before soil is compacted around the sides. Once the soil is compacted around the casket/vault, only then can fill be added to the top of the casket/vault. Once filled a foot or so over the casket/vault it is compacted, and this continues until the grave is filled to a level that will accept the sod or topsoil as deemed appropriate by the Owner. If sodded, the sod should be placed so that it is level to the ground and if necessary for a uniform look, topsoil and grass seed should be added and smoothed over the grave. If the sod is of no use, reseedling will take place immediately after the burial. A vault is not required if the casket is a casket/vault combination.

A temporary marker of a type and design determined by the Owner shall be installed by the Contractor at the gravesite immediately after each burial to identify the grave.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.08 shall be conducted in a safe and professional manner.

Article 8.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the grave preparation shall be Owner furnished.

Article 8.3, Method of Payment

Grave Preparation, Infant will be measured by each unit completed.

Article 8.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include

full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Preparation, Infant	Each

SECTION 90.09 GRAVE PREPARATION, CREMAINS GRAVESIDE SERVICE

Article 9.1, Description

This work shall consist of excavating a grave plot for cremated remains using a post-hole digger, auger or other appropriate tools as provided by the Owner, at the location directed by the Owner or his representative. Excavation shall be approximately fourteen (14") inches square and twenty-four (24") inches deep. The sod and soil shall be left at the site. Grave preparation for cremains service includes placing green astro-turf type carpeting around the excavated grave, placing four accordion type chairs, a shovel placed in the soil for use by the family, placing the presentation table and drape next to the grave site and otherwise preparing the site aesthetically for graveside services. Site preparation for cremains service will be completed at least 60 minutes prior to the scheduled beginning of the burial service. After the service, the cremains grave shall be completely refilled, tamped down, and the sod replaced, and the area restored to its original state. A vault is not required.

A temporary marker of a type and design determined by the Owner shall be installed by the Contractor at the gravesite immediately after each burial to identify the grave.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.09 shall be conducted in a safe and professional manner.

Article 9.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the grave preparation shall be Owner furnished.

Article 9.3, Method of Payment

Grave Preparation, Cremains Graveside Service will be measured by each unit completed.

Article 9.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Preparation, Cremains Graveside Service	Each

SECTION 90.10 INURNMENT, COLUMBARIUM WALL SERVICE

Article 10.1, Description

This work shall consist of removing the two-foot by two-foot outer shutter on the Columbarium Wall using the special tool provided by the Owner, at the location directed by the Owner or his representative. The outer shutter will be placed to the side of the opening out of the way of the service. All exposed niches will be swept clean with a brush with particular attention to the one being used for the service. Curtains or other aesthetically pleasing items will be used to hide the unused exposed niches. The presentation table and drape will be positioned next to the exposed niche. Site preparation for the Columbarium Wall Service will be completed at least 60 minutes prior to the scheduled beginning of the inurnment. The Contractor shall be available to assist with positioning the urn and installing the inner shutter. After the service, an inspection of the niche should be made to ensure no flammable material or illegal substances are left inside the niche. If unsure, the Contractor shall contact the Owner immediately. An inner shutter made of the same material as the niche will be fitted just inside the niche and sealed with silicon or another appropriate compound. The outer shutter will be reinstalled, and all tools and equipment removed from the area by the Contractor.

A temporary marker of a type and design determined by the Owner shall be installed by the Contractor on the outer shutter corresponding to the niche used for inurnment immediately after the service to identify the niche.

The Owner shall provide a reference number corresponding to the physical location of the niche. The Contractor, through the use of this number, will be responsible for locating individual niches for inurnment.

All work associated with SECTION 90.10 shall be conducted in a safe and professional manner.

Article 10.2, Materials

All materials removed, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the niche preparation shall be Owner furnished.

Article 10.3, Method of Payment

Inurnment, Columbarium Wall Service will be measured by each unit completed.

Article 10.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Inurnment, Columbarium Wall Service	Each

SECTION 90.11 GRAVE PREPARATION WITH GRAVESIDE SERVICE

Article 11.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic grave preparation bid specifications shown in the bid items 90.06 through 90.08.

Grave preparation for graveside service includes placing green astro-turf type carpeting around the excavated grave; placing boards and straps for the casket lowering device, as directed by the Owner, for proper operation, placing a container of topsoil with small spade, placing at least four accordion type chairs and otherwise preparing the site aesthetically for graveside services. The sod and soil shall be removed to an appropriate area for temporary storage that will not interfere with the aesthetics of the burial. Site preparation for graveside service burial will be completed at least 60 minutes prior to the scheduled beginning of the burial service. Upon completion of graveside services, all devices placed will be removed to storage and the grave will be backfilled in accordance with applicable bid specifications 90.06 through 90.08.

The lowering device shall be inspected by the Contractor prior to every burial service as follows:

- a. Verify that the size of the grave opening is sufficient to allow passage of the vault.
- b. Ensure the lowering device stand or cart is on solid ground at all four corners.
- c. Physically check to ensure that the outside tubing is securely attached to the four heads at all eight attach points (two on each head).
- d. Confirm that the hand stop brake, lowering straps and casket placers are all positioned properly to receive and hold the casket until released for lowering.
- e. Make a visual inspection of the surrounding area to ensure all tools are removed and the area is aesthetically appropriate.

All work associated with SECTION 90.11 shall be conducted in a safe and professional manner.

Article 11.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the grave preparation shall be Owner furnished.

Article 11.3, Method of Payment

Grave preparation with graveside service will be measured by each unit completed.

Article 11.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Preparation with Graveside Service	Each

SECTION 90.12 WEEKEND/HOLIDAY BURIAL

Article 12.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic grave preparation bid specifications shown in the bid items 90.06 through 90.10.

This work shall consist of burial services scheduled and conducted on the weekend or a legal Municipality of Anchorage holiday.

All work associated with SECTION 90.12 shall be conducted in a safe and professional manner.

Article 12.2, Materials

No equipment or materials are associated with this specification.

Article 12.3, Method of Payment

Weekend/Holiday Burial shall be measured by each unit, complete and in place.

Article 12.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Weekend/Holiday Burial	Each

SECTION 90.13 WINTER BURIAL

Article 13.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic grave preparation bid specifications shown in the bid items 90.06 through 90.09. Note: This “adder fee” does not apply to Section 90.10 Inurnment, Columbarium Wall Service.

The appropriate grave plot shall be excavated on the day before the scheduled burial service.

This work shall consist of grave preparation during "winter conditions" including snow removal to the gravesite, removal of winter insulation materials added to the grave in Section 90.48, and all work necessary to accomplish a winter burial. A commercial-grade Hawl Frost Remover is

available for use, if necessary. Forty-eight (48) hours' notice will be given the Contractor for burials during the winter season.

The grave will be resodded by Contractor immediately after the burial if possible but shall be resodded or reseeded as determined by the Owner and leveled to the surrounding area no later than the following spring.

All work associated with SECTION 90.13 shall be conducted in a safe and professional manner.

Article 13.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the winter burial shall be Owner furnished.

Article 13.3, Method of Payment

Winter Burial shall be measured by each unit, complete and in place.

Article 13.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Winter Burial	Each

SECTION 90.14 AFTER-HOURS BURIAL

Article 14.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic grave preparation bid specifications shown in the bid items 90.06 through 90.10.

This work shall consist of burial operations conducted after 5:00 P.M. regardless of when the burial service was scheduled. It is not expected that the entire burial process be completed after the burial service, but at least the casket/vault will be covered and the grave prepared to accept the sod or seed and the temporary marker installed. If this work extends past 5:00 P.M., Contractor is entitled to one of these periods. If it extends past 6:00 P.M., then Contractor is entitled to two such periods and so on. If your normal workday ends at a time other than 5:00 P.M., you are encouraged to change the workday for those involved in late-in-the-day burials. To clarify, this fee is intended to cover the cost of possible overtime work associated with a burial conducted late in the day. It is not intended to cover all costs of operations after 5:00 P.M. in the event the Contractor decides to totally complete a burial after hours at their discretion but only to the degree of completion as specified above.

All work associated with SECTION 90.14 shall be conducted in a safe and professional manner.

Article 14.2, Materials

No equipment or materials are associated with this specification.

Article 14.3, Method of Payment

After-hours Burial shall be measured by each hour, complete and in place.

Article 14.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
After-hours Burial	Each Hour

SECTION 90.15 GRAVE PREPARATION, STACKED BURIAL

Article 15.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic grave preparation bid specifications shown in the bid items 90.06 through 90.10.

This work shall consist of excavating a grave plot with Owner furnished equipment at the location directed by the Owner or his representative. Excavation shall be large enough to accommodate a vault and casket combination up to forty-five (45”) inches wide and ninety-six (96”) inches long to a minimum depth of ninety-six (96”) inches. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided and removed from the area.

Upon completion of the burial, all equipment placed at the site will be removed to storage and the grave will be backfilled as follows. Using previously removed soil materials, gradually place dirt around the vault and compact along the way. Under no circumstances will any soil material be dumped on the vault before soil is compacted around the sides. Once the soil is compacted around the vault, only then can fill be added to the top of the vault. Once filled a foot or so over the vault it is compacted, and this continues until the grave is filled to a level that will accept the sod or topsoil as deemed appropriate by the Owner. If sodded, the sod should be placed so that it is level to the ground and if necessary for a uniform look, topsoil and grass seed should be added and smoothed over the grave. If the sod is of no use, the Contractor shall reseed immediately after the burial.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible

for locating individual grave plots for excavation.

All work associated with SECTION 90.15 shall be conducted in a safe and professional manner.

Article 15.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the grave preparation shall be Owner furnished.

Article 15.3, Method of Payment

Grave Preparation, Stacked Burial will be measured by each unit completed.

Article 15.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Preparation, Stacked Burial	Each

SECTION 90.16 DISINTERMENT, ADULT

Article 16.1, Description

This work shall consist of exhuming an existing adult casket, sixty-eight (68") inches or more in length, at the location directed by the Owner or his representative. Care should be taken to avoid damaging the casket to the extent reasonably possible. Sod shall be removed to an area designated by the Owner for temporary storage. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided, and with the sod, shall be removed to a designated area, as per the Owner's direction, for temporary storage. Once the casket has been exposed, the Funeral Director, whose presence is legally required for disinterment, will remove the remains from the grave coordinating with the contractor equipment operator.

After disinterment, the gravesite shall be backfilled with the excavated soil, and/or with materials augmented from cemetery sources, compacted, regraded and either resodded or reseeded by the Contractor as deemed appropriate by the Owner.

The Owner shall provide physical reference items (i.e., survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.16 shall be conducted in a safe and professional manner.

Article 16.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the disinterment shall be Owner furnished.

Article 16.3, Method of Payment

Disinterment, Adult will be measured by each unit completed.

Article 16.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Disinterment Adult	Each

SECTION 90.17 DISINTERMENT, CHILD

Article 17.1, Description

This work shall consist of exhuming an existing casket, at least thirty-six (36") inches but less than sixty-eight (68") inches in length at the location directed by the Owner or his representative. Care will be taken to avoid damaging the casket. Sod shall be removed to an area designated by the Owner for temporary storage. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided, and with the sod, shall be removed to a designated area, as per the Owner's direction, for temporary storage. Once the casket has been exposed, the Funeral Director, whose presence is legally required for disinterment, will remove the remains from the grave coordinating with the contractor equipment operator.

After disinterment, the gravesite shall be backfilled with the excavated soil, and/or with materials augmented from cemetery sources, compacted, regraded and either resodded or reseeded by the Contractor as deemed appropriate by the Owner.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.17 shall be conducted in a safe and professional manner.

Article 17.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the disinterment shall be Owner furnished.

Article 17.3, Method of Payment

Disinterment, Child will be measured by each unit completed.

Article 17.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Disinterment Child	Each

SECTION 90.18 DISINTERMENT, INFANT

Article 18.1, Description

This work shall consist of exhuming an existing casket, thirty-five (35") inches or less in length, at the location directed by the Owner or his representative. Care will be taken to avoid damaging the casket. Sod shall be removed to an area designated by the Owner for temporary storage. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided, and with the sod, shall be removed to a designated area, as per the Owner's direction, for temporary storage. Once the casket has been exposed, the Funeral Director, whose presence is legally required for disinterment, will remove the remains from the grave coordinating with the contractor equipment operator.

After disinterment, the gravesite shall be backfilled with the excavated soil, and/or with materials augmented from cemetery sources, compacted, regraded and either resodded or reseeded by the Contractor as deemed appropriate by the Owner.

The Owner shall provide physical reference items (i.e., survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.18 shall be conducted in a safe and professional manner.

Article 18.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the disinterment shall be Owner furnished.

Article 18.3, Method of Payment

Disinterment, Infant will be measured by each unit completed.

Article 18.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Disinterment Infant	Each

SECTION 90.19 DISINTERMENT, URN

Article 19.1, Description

This work shall consist of exhuming an existing urn at the location shown on the permit or as directed by the Owner or his representative. Care will be taken to avoid damaging the urn. Sod shall be removed to an area designated by the Owner for temporary storage. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided, and with the sod, shall be removed to a designated area, as per the Owner's direction, for temporary storage. Once the urn has been exposed the contractor will remove the urn from the grave and deliver the urn to the cemetery office. After disinterment, the gravesite shall be backfilled with the excavated soil, and/or with materials augmented from cemetery sources, compacted, regraded and either resodded or reseeded by the Contractor as deemed appropriate by the Owner. The Owner shall provide physical reference items (i.e., survey markers, headstones, or other items as appropriate) for grave location. The Contractor, through the use of these items, will be responsible for locating individual grave plots for excavation. All work associated with SECTION 90.19 shall be conducted in a safe and professional manner. Article 19.2, Materials All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the disinterment shall be Owner furnished. Article 19.3, Method of Payment Disinterment, Urn will be measured by each unit completed. Article 19.4, Payment. Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Disinterment Urn	Each

SECTION 90.20 DISINTERMENT WITH VAULT

Article 19.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic disinterment bid specifications shown in the bid items 90.16 through 90.18.

This work shall consist of exhuming an existing grave with vault at the location directed by the Owner or his representative. Actual excavation will depend on the size of the casket. Care will be taken to avoid damaging the vault and casket. Sod shall be removed, to an area designated by the Owner, for temporary storage. Soil materials excavated shall be placed in side-dump trailers or other suitable containers provided, and with the sod, shall be removed to a designated area, as per the Owner's direction, for temporary storage. Once the vault has been exposed, the Funeral Director, whose presence is legally required for disinterment, will coordinate with the equipment operator to remove the vault/casket, and remove the remains from the grave.

After disinterment, the gravesite shall be backfilled with the excavated soil, and/or with materials augmented from cemetery sources, compacted, regraded and either resodded or reseeded by the Contractor as deemed appropriate by the Owner.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots for excavation.

All work associated with SECTION 90.19 shall be conducted in a safe and professional manner.

Article 19.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of the disinterment shall be Owner furnished.

Article 19.3, Method of Payment

Disinterment with Vault will be measured by each unit completed.

Article 19.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Disinterment with Vault	Each

SECTION 90.21 VA UPRIGHT MARKER

Article 21.1, Description

This work shall consist of removing sod of the same size as the marker and placing the marker directly into the ground, leveled and centered on the applicable gravesite. If necessary, topsoil and grass seed or sod will be placed around the edges of the marker to complete the installation. The surrounding area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.21 shall be conducted in a safe and professional manner.

Article 21.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of VA Marker installation shall be Owner furnished.

Article 21.3, Method of Payment

VA Marker will be measured by each unit completed.

Article 21.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
VA Upright Marker	Each

SECTION 90.22 GRAVE MARKER PAD, 40 TO 399 SQ. IN.

Article 22.1, Description

This work shall consist of pre-casting a cement pad large enough to allow for a two to three (2” to 3”) inch border around a flat bronze, granite, or marble grave marker. The marker will be embedded in the concrete and the pad will vary in size from forty (40) square inches up to three hundred ninety-nine (399) square inches. The top of the pad shall be finished smooth with rounded edges and, when cured, the pad shall be placed at ground level and centered on applicable gravesite. If necessary, topsoil and grass seed and sod will be placed around the edges of the marker to complete the installation. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.22 shall be conducted in a safe and professional manner.

Article 22.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Marker Pad, 40 to 399 sq. in. shall be Owner furnished.

Article 21.3, Method of Payment

Grave Marker Pad 40 to 399 sq. in. will be measured by each unit completed.

Article 21.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Marker Pad 40-399 sq. in.	Each

SECTION 90.23 GRAVE MARKER PAD, 400 TO 1,000 SQ. IN.

Article 23.1, Description

This work shall consist of pre-casting a cement pad large enough to allow for a two to three (2” to 3”) inch border around a flat bronze, granite or marble grave marker. The marker will be embedded in the concrete and the pad will vary in size from four hundred (400) square inches up to one thousand (1,000) square inches. The top shall be finished smooth with rounded edges and, when cured, the grave marker and pad shall be placed, ground level and centered on applicable gravesite. If necessary, topsoil and grass seed will be placed around the edges of the marker to complete the installation. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.23 shall be conducted in a safe and professional manner.

Article 23.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Marker Pad, 400 to 1,000 sq. in. shall be Owner furnished.

Article 23.3, Method of Payment

Grave Marker Pad, 400 to 1,000 sq. in. will be measured by each unit completed.

Article 23.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Marker Pad, 400-1,000 sq. in.	Each

SECTION 90.24 GRAVE MARKER PAD WITH VASE

Article 24.1, Description

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic Grave Marker Pad specifications shown in the bid items 90.22 and 90.23.

The cement form shall be constructed so as to include a below ground vase formed into the marker pad.

All work associated with SECTION 90.23 shall be conducted in a safe and professional manner.

Article 24.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Marker Pad with Vase shall be Owner furnished.

Article 24.3, Method of Payment

Grave Marker Pad with Vase will be measured by each unit completed.

Article 24.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Marker Pad with Vase	Each

SECTION 90.25 GRAVE MARKER PAD, FLUSH MOUNT

For bidding purposes, this is to be considered an “adder fee”, an additional fee which is payable in addition to payment for basic Grave Marker Pad, 400 to 1000 square inches bid specifications shown in the bid item 90.22 if the stone is too large to pre-cast in the shop.

Article 25.1, Description

This work shall consist of installing a flat bronze, granite or marble marker more than 600 square inches and casting a cement pad flush to the ground in-place at the gravesite to allow for a two to three (2" to 3") inch border around the marker. The marker will be embedded in the concrete and be flush to the top surface of the pad. The top shall be finished smooth with rounded edges and shall be ground level and centered on the applicable gravesite. If necessary, topsoil and grass seed will be placed around the edges of the marker to complete the installation. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other

items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.25 shall be conducted in a safe and professional manner.

Article 25.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Marker Pad, Flush Mount shall be Owner furnished.

Article 25.3, Method of Payment

Grave Marker Pad, Flush Mount will be measured by each unit completed.

Article 25.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Marker Pad, Flush Mount	Each

SECTION 90.26 GRAVE MONUMENT PAD, UP TO 399 LBS

Article 26.1, Description

This work shall consist of pre-casting a cement pad large enough to allow for a two to three (2" to 3") inch border around an upright grave marker. The markers vary in weight up to three hundred ninety-nine (399) pounds. The top of the pad shall be finished smooth with rounded edges and, when cured, the pad shall be placed centered at ground level on the applicable gravesite. The monument shall be attached to the surface of the pad and the upright portion, if applicable, will be attached to the base using an epoxy compound. If necessary, topsoil and grass seed will be placed around the edges of the monument to complete the installation. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, through the use of these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.26 shall be conducted in a safe and professional manner.

Article 26.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Monument Pad, Up To 399 lbs. shall be

Owner furnished.

Article 25.3, Method of Payment

Grave Monument Pad, Up To 399 lbs. will be measured by each unit completed.

Article 26.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Monument Pad, up to 399 lbs.	Each

SECTION 90.27 GRAVE MONUMENT PAD, 400 LBS OR MORE

Article 27.1, Description

This work shall consist of installing an upright grave monument four hundred (400) pounds or more in weight, placing sonotubes 24 inches deep and using rebar as necessary, and casting a cement pad in place at the gravesite to hold the monument. The top of the pad shall be finished smooth with rounded edges and, when cured, the top surface shall be level with the surrounding ground and centered on the applicable gravesite. The monument shall be attached to the surface of the pad and the upright portion, if applicable, will be attached to the base using an epoxy compound. If necessary, topsoil and grass seed will be placed around the edges of the monument to complete the installation. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.27 shall be conducted in a safe and professional manner.

Article 27.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Monument Pad, 400 lbs. or more shall be Owner furnished.

Article 27.3, Method of Payment

Grave Monument Pad, 400 lbs. or more will be measured by each unit completed.

Article 27.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Monument Pad, 400 lbs. or more	Each

SECTION 90.28 COLUMBARIUM WALL BRONZE PLAQUE

Article 28.1, Description

This work shall consist of installing a bronze niche plaque on a single niche on the north side of the Columbarium Wall. Mark the granite outer shutter corresponding to the niche to receive the plaque with a template to show exactly where to affix the plaque. The plaque shall be attached to the outer shutter using an epoxy compound. Reinstall the outer shutter if needed. The area will be restored by the Contractor to its original state to include the bronze niche plaque.

The Owner shall provide a reference number corresponding to the physical location of the niche. The Contractor, using this number, will be responsible for locating individual niches for inurnment.

All work associated with SECTION 90.28 shall be conducted in a safe and professional manner.

Article 28.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Columbarium Wall Bronze Plaque shall be Owner furnished.

Article 28.3, Method of Payment

Columbarium Wall Bronze Plaque will be measured by each unit completed.

Article 28.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Columbarium Wall Bronze Plaque	Each

SECTION 90.29 COLUMBARIUM WALL GRANITE PLAQUE

Article 29.1, Description

This work shall consist of installing a granite inserted niche plaque on a companion or family niche on the south side of the Columbarium Wall. Remove the bronze/granite E-Z Niche Plaque

from the outer shutter by loosening the two allen screws on either side of the plaque. Flip upside down and loosen the two retaining clips for the companion niche and four retaining clips for the family niche. Remove the existing granite insert and install the newly engraved granite insert. Tighten retaining clip ensuring that the insert is square to the plaque. Clean surrounding area of dust and dirt and reinstall the E-Z Niche Plaque by placing over the studs and tightening the allen screws. The area will be restored by the Contractor to its original state to include the newly engraved granite insert.

The Owner shall provide a reference number corresponding to the physical location of the niche. The Contractor, using this number, will be responsible for locating individual niches.

All work associated with SECTION 90.29 shall be conducted in a safe and professional manner.

Article 29.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Columbarium Wall Granite Plaque shall be Owner furnished.

Article 29.3, Method of Payment

Columbarium Wall Granite Plaque will be measured by each unit completed.

Article 29.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Columbarium Wall Granite Plaque	Each

SECTION 90.30 GRAVE MARKER ALIGNMENT

Article 30.1, Description

This work shall consist of repositioning existing grave markers that are tilted, sunken or otherwise not level or in alignment and resetting them to their proper alignment and position. If necessary, topsoil and grass seed will be placed around the edges of the marker to complete the alignment. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.30 shall be conducted in a safe and professional manner.

Article 30.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Marker Alignment shall be Owner furnished.

Article 30.3, Method of Payment

Grave Marker Alignment will be measured by each unit completed.

Article 30.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Marker Alignment	Each

SECTION 90.31 GRAVE MONUMENT ALIGNMENT

Article 31.1, Description

This work shall consist of repositioning existing grave monuments that are tilted, sunken or otherwise not level or in alignment and resetting them to their proper alignment and position. Monuments may vary in size and weight. If necessary, topsoil and grass seed will be placed around the edges of the monument to complete the alignment. The area will be restored by the Contractor to its original state to include the marker.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.31 shall be conducted in a safe and professional manner.

Article 31.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Monument Alignment shall be Owner furnished.

Article 31.3, Method of Payment

Grave Monument Alignment will be measured by each unit completed.

Article 31.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Monument Alignment	Each

SECTION 90.32 GRAVE MARKER RELOCATION

Article 32.1, Description

This work shall consist of relocating an existing grave marker from one gravesite to another or from the head to the foot of the grave and resetting marker to a location determined by the Owner. If necessary, topsoil and grass seed will be placed around the edges of the marker to complete the relocation. The area will be restored by the Contractor to its original state to include the marker. The other site will be restored to a natural state.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.32 shall be conducted in a safe and professional manner.

Article 32.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Marker Relocation shall be Owner furnished.

Article 32.3, Method of Payment

Grave Marker Relocation will be measured by each unit completed.

Article 32.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Marker Relocation	Each

SECTION 90.33 GRAVE MONUMENT RELOCATION

Article 33.1, Description

This work shall consist of relocating an existing monument from one gravesite to another or from the head to the foot of the grave at a location determined by the Owner. Monuments may

vary in size and weight. If necessary, topsoil will be placed around the edges of the monument to complete the relocation. The area will be restored by the Contractor to its original state to include the marker. The other site will be restored to a natural state.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.33 shall be conducted in a safe and professional manner.

Article 33.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Monument Relocation shall be Owner furnished.

Article 33.3, Method of Payment

Grave Monument Relocation will be measured by each unit completed.

Article 33.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Monument Relocation	Each

SECTION 90.34 GRAVESITE RENOVATION

Article 34.1, Description

This work shall consist of removing sod, if usable, compacting the grave as required, filling in the sunken grave to an appropriate level, compacting again and so on as required and replacing the sod or, in some cases, placing topsoil, reseeding and smoothing out with topsoil as required. Topsoil may also be required to fill in the areas around the sod to aid in the recovery of the gravesite and improve the aesthetic appearance of the grave.

The Owner shall provide physical reference items (i.e.: survey markers, headstones, or other items as appropriate) for grave location. The Contractor, using these items, will be responsible for locating individual grave plots.

All work associated with SECTION 90.34 shall be conducted in a safe and professional manner.

Article 34.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Gravesite Renovation shall be Owner furnished.

Article 34.3, Method of Payment

Gravesite Renovation will be measured by each unit completed.

Article 34.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Gravesite Renovation	Each

SECTION 90.35 TOPSOIL/RESEEDING

Article 35.1, Description

This work shall consist of placing fill, and/or topsoil and reseeding areas where needed or as designated by the Owner with maintenance through seed germination and establishment of healthy grass cover. The area will require special attention for watering until germination takes place. This is work in addition to normal topsoil/reseeding as required in some bid specifications above.

All work associated with SECTION 90.35 shall be conducted in a safe and professional manner.

Article 35.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Topsoil/Reseeding shall be Owner furnished.

Article 35.3, Method of Payment

Topsoil/Reseeding will be measured by each square yard complete in place.

Article 35.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Topsoil/Reseeding	Square Yard

SECTION 90.36 TOPSOIL/RESODDING

Article 36.1, Description

This work shall consist of placing fill, and/or topsoil and resodding areas where needed or as designated by the Owner with maintenance through the establishment of the root system and healthy grass cover. This is work in addition to normal topsoil/resodding as required in some bid specifications above.

All work associated with SECTION 90.36 shall be conducted in a safe and professional manner.

Article 36.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Topsoil/Resodding shall be Owner furnished.

Article 36.3, Method of Payment

Topsoil/Resodding will be measured by each square yard, complete in place.

Article 36.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Topsoil/Resodding	Square Yard

SECTION 90.37 LEAF/GRASS CLIPPING REMOVAL

Article 37.1, Description

This work shall consist of removing all fallen leaves and/or grass clippings from the cemetery at the direction of the Owner. Removal shall consist of collecting fallen leaves and/or grass clippings by either automatic or manual means and placing or disposing of the leaves/clippings in an on-site location or to another location (such as the city dump) as determined by the Owner.

All work associated with SECTION 90.37 shall be conducted in a professional manner.

Article 37.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Leaf/Grass Clipping Removal shall be Owner furnished. All dump fees are the responsibility of the Owner.

Article 37.3, Method of Payment

Leaf/Grass Clipping Removal shall be measured by the hour per person.

Article 37.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Leaf/Grass Clipping Removal	Hourly Rate

SECTION 90.38 SNOW REMOVAL

Article 38.1, Description

This work shall consist of removing snow from streets and walkways as well as applying sand, ice melt or other traction improving material provided by the Owner throughout the cemetery and the perimeter sidewalk at the direction of the Owner as necessary to maintain the cemetery in a condition that is safe for traffic and pedestrians during winter hours of operation. For bidding purposes, there is one small parking area in the cemetery, parking areas around the cemetery office and shop and approximately 0.86 miles of roadways and 0.78 miles of sidewalk. Past experience shows that it takes approximately two (2) hours to remove snow from the Cemetery after a moderate snowfall. For snow storage please see Appendix C, circles in red are storage locations.

All work associated with SECTION 90.38 shall be conducted in a professional manner.

Article 38.2, Materials

All equipment and materials required to accomplish all phases of Snow Removal shall be Owner furnished.

Article 38.3, Method of Payment

Snow Removal shall be measured by the hour per person.

Article 38.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Snow Removal	Hourly Rate

SECTION 90.39 GRASS MOWING ORIGINAL CEMETERY

Article 39.1, Description

This work shall consist of mowing the grass in the original cemetery (Tracts 1-20) at the

frequency and cut height as specified by the Owner. Sufficient room will be given around markers and monuments during mowing and will be corrected during bid specification 90.40, Trimming and Clipping, Original Cemetery. Extreme care will be taken to avoid hitting markers and monuments throughout the cemetery. The Contractor is responsible to correct damage done to markers or monuments as a result of negligence of the Contractor, Contractor's employees or subcontractors. The Original Cemetery area (comprised of twenty (20) equal sized tracts of approximately $\frac{3}{4}$ acre each) is shown on the map; refer to Appendix A. Normal mowing operations will not include the collection of grass clippings; however, grass clippings will be removed from all roads/walkways and will be dumped in areas/receptacles provided by the Owner.

All work associated with SECTION 90.39 shall be conducted in a safe and professional manner.

Article 39.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grass Mowing, Original Cemetery shall be Owner furnished.

Article 39.3, Method of Payment

Grass Mowing, Original Cemetery shall be measured by each Tract completed.

Article 39.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grass Mowing, Original Cemetery	Each Tract

SECTION 90.40 GRASS MOWING, NEW CEMETERY

Article 40.1, Description

This work shall consist of mowing the grass in the new cemetery (Tracts A & B) at the frequency and cut height as specified by the Owner. Sufficient room will be given around markers and monuments during mowing and will be corrected during bid specification 90.42, Trimming and Clipping, New Cemetery. Extreme care will be taken to avoid hitting markers and monuments throughout the cemetery. The Contractor is responsible to correct damage done to markers or monuments as a result of negligence of the Contractor, the Contractor's employees or subcontractors. The New Cemetery area (comprised of two (2) tracts of approximately $2\frac{3}{4}$ acres each) is shown on the map; (Appendix A). Normal mowing operations will not include the collection of grass clippings; however, grass clippings will be removed from all roads/walkways and will be dumped in areas/receptacles provided by the Owner.

All work associated with SECTION 90.40 shall be conducted in a safe and professional manner.

Article 40.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grass Mowing, New Cemetery shall be Owner furnished.

Article 40.3, Method of Payment

Grass Mowing, New Cemetery shall be measured by each Tract completed.

Article 40.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grass Mowing, New Cemetery	Each Tract

SECTION 90.41 TRIMMING AND CLIPPING, ORIGINAL CEMETERY

Article 41.1, Description

This work shall consist of trimming and clipping grass around markers, monuments, fences, trees and shrubs, the Columbarium Wall in the original cemetery at the direction of the Owner. The Original Cemetery area (comprised of twenty (20) equal sized tracts of approximately $\frac{3}{4}$ acre each) is shown on the map; refer to Appendix A.

All work associated with SECTION 90.41 shall be conducted in a safe and professional manner.

Article 41.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Trimming and Clipping, Original Cemetery shall be Owner furnished.

Article 41.3, Method of Payment

Trimming and Clipping, Original Cemetery shall be measured by each Tract completed.

Article 41.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Trimming and Clipping, Original Cemetery	Each Tract

SECTION 90.42 TRIMMING AND CLIPPING, NEW CEMETERY

Article 42.1, Description

This work shall consist of trimming and clipping grass around markers, monuments, fences, trees and shrubs, the Columbarium Wall in the new cemetery at the direction of the Owner. The New Cemetery area (comprised of two (2) tracts of approximately 2¾ acres each) is shown on the map; refer to Appendix A.

All work associated with SECTION 90.42 shall be conducted in a safe and professional manner.

Article 42.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Trimming and Clipping, New Cemetery shall be Owner furnished.

Article 42.3, Method of Payment

Trimming and Clipping, New Cemetery shall be measured by each Tract completed.

Article 42.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Trimming and Clipping, New Cemetery	Each Tract

SECTION 90.43 TRIMMING AND EDGING

Article 43.1, Description

This work shall consist of trimming and edging grass around streets and walkways throughout the cemetery as directed by the Owner.

All work associated with SECTION 90.43 shall be conducted in a safe and professional manner.

Article 43.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Trimming and edging shall be Owner furnished.

Article 43.3, Method of Payment

Trimming and Edging shall be measured per 100 lineal feet completed.

Article 43.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Trimming and Edging	Per 100 LF

SECTION 90.44 HERBICIDE/FERTILIZER/LIME APPLICATION, ORIGINAL CEMETERY

Article 44.1, Description

This work shall consist of applying herbicide, fertilizer and/or lime to all grassy areas within the original cemetery at the direction of the Owner to maintain a healthy and weed-free lawn cover. The Original Cemetery area (comprised of twenty (20) equal sized tracts of approximately $\frac{3}{4}$ acre each) is shown on the map; refer to Appendix A.

All work associated with SECTION 90.44 shall be conducted in a safe and professional manner.

Article 44.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Herbicide/Fertilizer/Lime Application, Original Cemetery shall be Owner furnished.

Article 44.3, Method of Payment

Herbicide/Fertilizer/Lime Application, Original Cemetery shall be measured by each Tract completed.

Article 44.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Herbicide/Fertilizer/Lime Application, Original Cemetery	Each Tract

SECTION 90.45 HERBICIDE/FERTILIZER/LIME APPLICATION, NEW CEMETERY

Article 45.1, Description

This work shall consist of applying herbicide, fertilizer and/or lime to all grassy areas within the new cemetery at the direction of the Owner in order to maintain a healthy and weed-free lawn cover. The New Cemetery area (comprised of two (2) tracts of approximately 2¾ acres each) is shown on the map; refer to Appendix A.

All work associated with SECTION 90.45 shall be conducted in a safe and professional manner.

Article 45.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Herbicide/Fertilizer/Lime Application, New Cemetery shall be Owner furnished.

Article 45.3, Method of Payment

Herbicide/Fertilizer/Lime Application, New Cemetery shall be measured by each Tract completed.

Article 45.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Fertilizer/Lime Application, New Cemetery	Each Tract

SECTION 90.46 PESTICIDES APPLICATION

Article 46.1, Description

This work shall consist of applying pesticides to appropriate trees and/or shrubs such as birch and mayday trees as deemed necessary by the Owner. For bidding purposes, the standard method will be to measure and sprinkle ready to use granular pesticide around each tree/shrub trunk each year. Other methods determined by the Owner may be utilized.

All work associated with SECTION 90.45 shall be conducted in a safe and professional manner.

Article 46.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Pesticide Application shall be Owner furnished.

Article 46.3, Method of Payment

Pesticide Application shall be measured by each unit treated.

Article 46.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Pesticides Application	Each

SECTION 90.47 STREET & WALKWAY CLEANING

Article 47.1, Description

This work shall consist of sweeping and washing down streets and walkways throughout the cemetery at the direction of the Owner as necessary to maintain a well-kept and tidy visual appearance. Cleanup of grass clippings and other debris incident to completion of mowing operations is not covered under this bid item and as such is payable under items 90.38 and 90.39.

All work associated with SECTION 90.47 shall be conducted in a safe and professional manner.

Article 47.2, Materials

All equipment and materials required to accomplish all phases of Street & Walkway Cleaning shall be Owner furnished.

Article 47.3, Method of Payment

Street & Walkway Cleaning shall be measured as a lump sum item, (the entire cemetery).

Article 47.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Street & Walkway Cleaning	Each

SECTION 90.48 GRAVE INSULATION

Article 48.1, Description

This work shall consist of pre-marking a grave with paint and an upright post, collecting insulating material from around the cemetery and spreading it over the grave in sufficient thickness to provide for insulation (approximately twelve (12”) inches). Covering the insulation material with Styrofoam and then covering the grave and insulating materials with plastic and securing the entire plot with ropes and tie-downs to prevent it from blowing away in the wind.

All work associated with SECTION 90.48 shall be conducted in a safe and professional manner.

Article 48.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Grave Insulation shall be Owner furnished.

Article 48.3, Method of Payment

Grave Insulation shall be measured as each unit completed.

Article 48.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Grave Insulation	Each

SECTION 90.49 UNSKILLED LABOR

Article 49.1, Description

This work item shall consist of providing unskilled labor for miscellaneous work not specified by a bid item as directed by the Owner. The worker(s) shall be familiar with hand tools such as rakes, hand shovels, brooms, hammers, paint brushes, etc. in the performance of this work.

All work associated with SECTION 90.49 shall be conducted in a safe and professional manner.

Article 49.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Unskilled Labor shall be Owner furnished.

Article 49.3, Method of Payment

Unskilled Labor shall be measured by the hour per person.

Article 49.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Unskilled Labor	Hourly Rate

SECTION 90.50 SKILLED LABOR

Article 50.1, Description

This work item shall consist of supplying a worker(s) with specialized skills to operate motorized equipment such as a backhoe, tractor, power mower, etc. in performance of miscellaneous functions, not specified by a bid item as directed by the Owner.

All work associated with SECTION 90.50 shall be conducted in a safe and professional manner.

Article 50.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Skilled Labor shall be Owner furnished.

Article 50.3, Method of Payment

Skilled Labor shall be measured by the hour per person.

Article 50.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Skilled Labor	Hourly Rate

SECTION 90.51 SKILLED LABOR, IRRIGATION SYSTEM MAINTENANCE

Article 51.1, Description

This work item shall consist of supplying skilled labor to maintain the in-ground irrigation system. The irrigation system shall be monitored weekly to ensure the sprinkler heads are operating properly during the summer season. If the heads are not operating, cleaning, or replacing the heads to bring them back into operation is required. A record of all sprinkler heads requiring cleaning/replacement shall be kept and can be combined with the maintenance log requirement outlined in Section 90.53.

Article 51.2, Materials

All materials removed or excavated, which can be reused, shall be salvaged. All equipment and materials required to accomplish all phases of Skilled Labor, Irrigation System Maintenance shall be Owner furnished.

Article 51.3, Method of Payment

Skilled Labor, Irrigation System Maintenance shall be measured by the hour per person.

Article 51.4, Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Skilled Labor, Irrigation System Maintenance	Hourly Rate

SECTION 90.52 PROVIDE ITEMS, PRODUCTS OR SERVICES

Article 52.1, Description

The Contractor may be required by the Owner to supply items, products or subcontractor services not specified as a bid item in this contract. This bid item is for the percentage of markup, above the actual cost, that the Contractor will charge the Owner when these items or services are required. It is anticipated that this item will not exceed \$10,000.00. Bid item shall be percentage of markup added to actual cost of subcontractor services or materials purchased. A receipt of the actual goods or services purchased will be required.

Article 52.2, Materials

No equipment or materials are associated with this specification.

Article 52.3, Method of Payment

Provide Items, Products or Services shall be measured as the percent (%) markup added to the actual cost of subcontractor work completed or materials purchased.

Article 52.4 Payment

Payment for this work shall be in accordance with these contract documents and shall include full payment for all work described in this Section. Payment shall be made under:

Item	Pay Unit
Provide Items, Products or Services	Percent Markup

SECTION 90.53 PERFORM ROUTINE MAINTENANCE SERVICES

Article 53.1, Description

This work shall consist of performing normal routine required maintenance and servicing on Owner furnished equipment necessary to keep the Cemetery equipment in good running

condition. Examples: power washing or compressed air cleaning of motorized equipment, sharpening or replacing mower blades, conducting daily maintenance checks, providing required lubrication and maintaining correct fluid levels on all motorized equipment, ordering and picking up parts and supplies for repairs to Cemetery equipment, and otherwise keeping all Cemetery equipment operational. Within thirty (30) days of the execution of the Contract, the Contractor shall provide the Cemetery Director with a written proposed maintenance schedule for the upkeep of all Cemetery equipment. Once the Cemetery Director approves the maintenance schedule, the maintenance schedule shall be upheld and a maintenance log shall be maintained detailing the maintenance done, equipment involved and date of service. Any maintenance done outside of the scope of the maintenance schedule shall also be documented on the maintenance log. The maintenance log shall be provided to the Cemetery Director upon request. This work is incidental to the contract and no separate payment shall be made except for actual costs which may be incurred that are addressed in SECTION 90.52.

All work associated with SECTION 90.53 shall be conducted in a safe and professional manner.

SECTION 90.54 PENALTY CLAUSE

The Contractor is responsible to correct all discrepancies in service within a reasonable time frame as determined by the Cemetery Director. The most important service performed at the cemetery is conducting burial services for families. Missing a scheduled burial is unacceptable. The Contractor's failure to conduct a properly scheduled burial or correct a discrepancy pertaining to a burial that inconveniences the family once notified by the Owner shall be cause for a reduction in pay procedure to be implemented against the Contractor in accordance with Section 90.55 or by exercising the Termination Clause, Section 90.56.

SECTION 90.55 REDUCTIONS-IN-PAY PROCEDURE

When a Contractor fails to perform a properly scheduled burial the Contractor shall be responsible for the Cemetery fees pertaining to the burial in question. **NOTE:** This could be as much as \$2,000.00. **DO NOT MISS A SCHEDULED BURIAL.**

When the Owner informs the Contractor of a discrepancy pertaining to a burial that inconveniences the family, and the Contractor does not immediately correct that discrepancy the Contractor may be responsible for a portion or all of the Cemetery fees pertaining to the burial in question. A deduction from monthly progress payments may be made by the Owner up to and including the entire amount for the burial service in question.

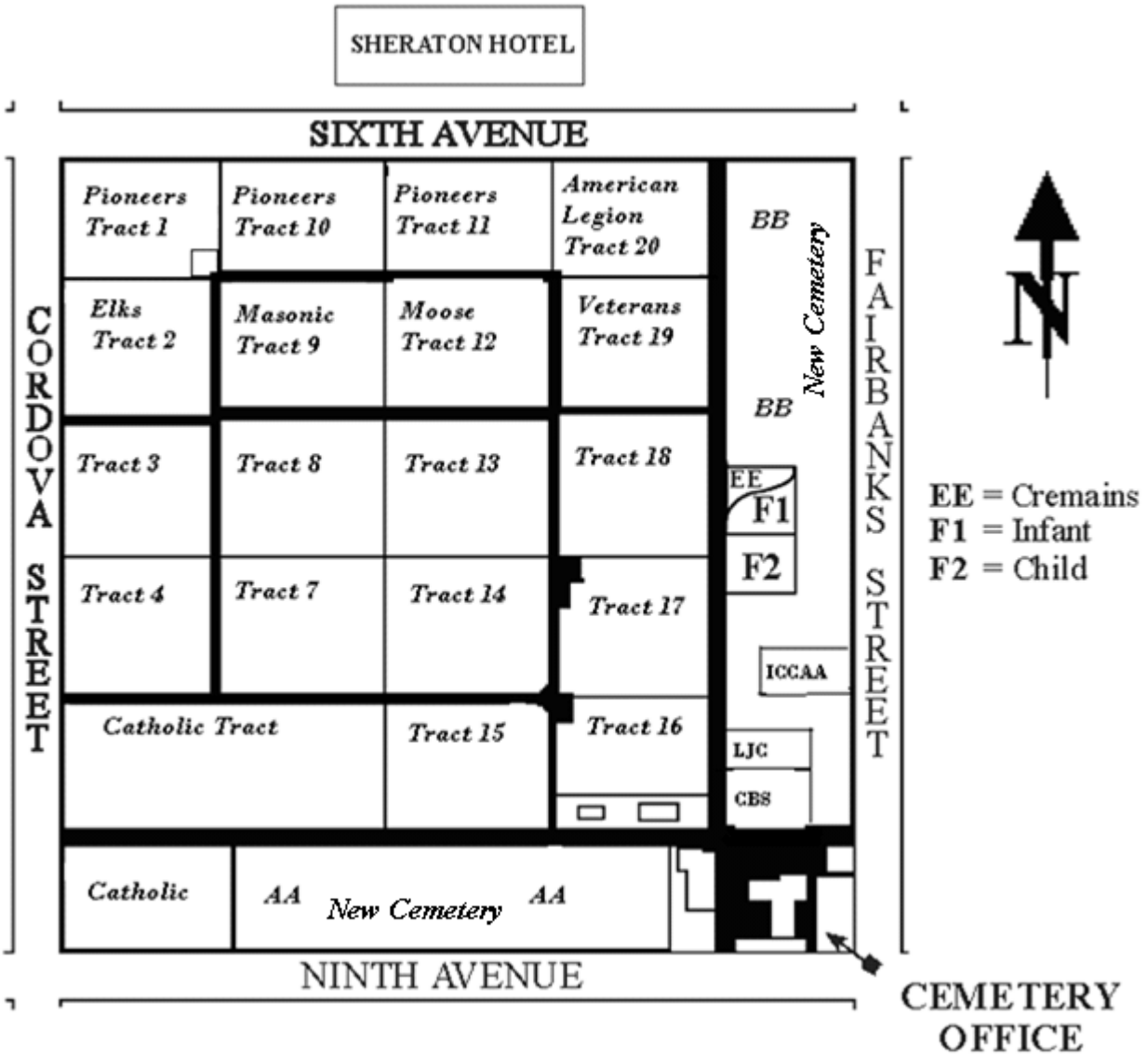
Additional deductions from monthly progress payments may be made by the Owner to recover costs related to damages to cemetery property or equipment if such damage is determined by the Cemetery Director to have been the result of actions by the Contractor, the Contractor's employees or subcontractors.

SECTION 90.56 TERMINATION CLAUSE

The Municipality of Anchorage reserves the right to terminate this contract in accordance with Section 9 and 10 for any of the following reasons:

- a. Failure to conduct a properly scheduled burial service.
- b. Reoccurring discrepancies observed and documented.
- c. Failure to respond to discrepancies when requested by the Owner or authorized representative.
- d. Displaying an inability to perform a constant level of quality cemetery and grounds maintenance services in accordance with specifications and standards.
- e. Failure to comply with any Section or Article of this contract after written notice to comply has been given by the Owner.
- f. Upon written agreement of the Owner and the Contractor.

Appendix A Cemetery Map



Appendix B

Anchorage Memorial Park Cemetery - Inventory			
Description	Acquisition Date	Manufacture / Model	Tag#
Air Compressor	June 1, 1992	Johnson 4530	N424530
Air Tank - 11 gal.		Performance Tool	
All Terrain Vehicle (4x4)	April 30, 2020	Polaris Sportsman 450	206951
All Terrain Vehicle (4x4)	November 7, 2011	Polaris Sportsman 500	230340
ATV 48" Snow Plow Blade	November 7, 2011	Polaris Glacier III	
ATV 48" Snow Plow Blade	November 13, 2001	Polaris	
ATV 48" Snow Plow Blade	November 15, 2002	Polaris	
Backhoe	July 1, 2008	Case 580	
Backhoe, Compact	April 2, 1992	Dig-It	R004726
Backpack blower		Stihl 550	
Backpack blower	May 27, 2015	Stihl BR 550	200078
Battery Charger	March 14, 2016	NAPA	206943
Chain Saw	March 11, 2016	Stihl MS 250	206944
Chop Saw	October 4, 2013	Stihl TS420	230343
Compact Green Trailer		Falconer	<\$500
Compact Green Trailer		Falconer	<\$500
Compactor	August 1, 2001	Wacker	R007831
Compactor	October 10, 2000	Wacker	R007227
Compactor	August 26, 2020	Wacker - BS60	249430
Concrete Mixer	May 1, 2003	Stone	R004718
Drill 1/2" electric	June 13, 1905	Milwaukee	
Drill/driver 1/2"		DeWalt 987	
Drill 3/8" electric		Craftsman	
Drill Press	June 1, 1991	Skill - 8 inch	N424544
Edger		Kee	
Edger	April 18, 2017	Stihl FS-111R	206946
Frost Remover	July 1, 1993	Hawl	N4424540
Fuel Container - 300 Gallons	June 1, 1991		N424522
Fuel Container - 300 Gallons	June 1, 1991		N424523
Generator	March 5, 2008	Coleman Powermate 3500	206696
Grinder		Wissota E-6	
Grinder		Delta 23-680	

Grinder 4.5"	July 1, 2005	DeWalt	206643
Hammer drill 1/2"	July 1, 2003	DeWalt DW006	206934
Hammer drill 7/8			
Hedge trimmer	July 29, 2021	Stihl HS82	250504
Hydraulic Service Jack	October 7, 2011	Omega 3 ton 21030	<\$500
Lowering Device #1	August 15, 2000	Frigid Fluid	
Lowering Device #2	March 12, 2004	Frigid Fluid	
Lowering Device skirt x 2	August 15, 2000	Frigid Fluid	
Description	Acquisition Date	Manufacture / Model	Tag#
Material Collection System for JD		John Deere	230329
Metal Detector (office)	June 1, 1994	Schonstedt GA-5LB	N424527
Miter Saw	October 30, 2012	Skil 10 inch	<\$500
Monument Lifter	August 1, 1993	Barrier West Inc	N428582
Monument Lifter	May 26, 2015	Monumentall	206941
Monument Lifter	July 21, 2022	Aardwolf Industries	
Mower - walking	CWS		
Mower - walking	CWS		
Mower - riding	January 30, 2019	Gravelly	20637
Mower - riding	February 8, 2021	Kuboto	245701
Mower deck		John Deere mid mount	20079
Propane heater		All Pro Spc-150T	
Snow blower	February 3, 2015	Honda	206940
Snow blower - CWS	February 1, 2000	Honda HS928	
Spray Washer	August 1, 1996	Honda 3000	R004706
Sprayer trailer	June 1, 2010	Carry On Trailer Corp	
Sprayer tank	June 1, 2010	Greer Tank	
Sprayer pump	June 1, 2010	Honda	230337
Spreader, fertilizer	April 10, 2020	Land Pride	206950
Spreader, fertilizer/icemelt	June 10, 2015	Earthway	
String Trimmer	September 17, 2007	Stihl FS-110	200800
String Trimmer	May 22,2012	Stihl FS-110	<\$500
String Trimmer	May 22,2012	Stihl FS-110	<\$500
String Trimmer	December 1, 2008	Stihl FS-110	<\$500
Tool chest and mechanics tools	June 1, 2004	Homak	N424541
Tractor, Multi-Purpose	September 1, 2000	John Deere 4200	R006568
Tractor, Multi-Purpose	July 1, 1991	Yanmar	R004724
Tractor, Multi-Purpose	January 16, 2018	John Deere 1025	206947
Tractor counter balance box x 2		John Deere	
Tractor fork lift		John Deere 4200	

Tractor loader 420	April 30, 2008	John Deere 4200	206930
Tractor 72" rear blade		John Deere 4200	
Tractor 60" rotary broom	June 30, 2008	John Deere 1025	N417536
Tractor 47" snowblower	June 30, 2008	John Deere 1025	N417535
Trailer, tilt	December 1, 1996	Big Bee	
Trailer, Flat Bed, 4 X 8	March 1, 1992	AKey	R004717
Trailer, Flat Bed, 4 X 8	March 1, 1992	AKey	R004712
Trailer, 1.5 Yard Side Dump	March 1, 1992	AKey	R004713
Trailer, 1.5 Yard Side Dump	March 1, 1992	AKey	R004725
Trailer, 1.5 Yard Side Dump	March 1, 1992	AKey	R004727
Trailer, 1.5 Yard Side Dump	March 1, 1992	AKey	R004728
Description	Acquisition Date	Manufacture / Model	Tag#
Tiller	May 9, 2013	Powermate	<\$500
Welder, Arc	May 1, 1992	Miller	R004733
Welder, electric	April 13, 2017	Lincoln	206945
Welding Unit, Gas	July 1, 1992	Uniweld	N424545

Appendix C Snow Storage Locations

