

QUESTIONS & ANSWERS

ITB #2023B019

Addendum #1, dated March 15, 2023

1. **QUESTION:** *Please remove the requirement for workers to possess a driver's license to operate equipment at the cemetery.*

Cemetery roads are not city streets and don't have the same traffic requirements. The use of cemetery tools comes under farm equipment and should not need a driver's license for safety or convenience.

Answer: Any of Contractor's employees or subcontractors who will operate Municipal motorized equipment which requires a Driver's License to operate must have a valid Alaska Driver's License.

2. **QUESTION:** *Infant burials.*

Please change the bid specification from 40 inches to 36 inches.

For the safety and convenience of the contractor assisting with the burial.

Answer: A.: Infant Burials specification will be changed to 36 inches from 40 inches

3. **QUESTION:** *Please remove the section regarding discrepancy and the penalty because discrepancy is too vague without description or conditions and could be applied to some unknown condition outside the control of the contractor.*

Answer: A: This won't be removed, Section 90.40,90.41, clarifies how the "Owner" (Cemetery Director) will reach out to the "Contractor" on the discrepancy and will be given a reasonable amount of time to make corrections.

**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 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. Any of the Contractor’s employees or subcontractors who will operate Municipal motorized equipment which requires a Driver’s License to operate must have a valid Driver’s License.** 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.

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 thirty-six (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, reseeding 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.