

THIS DOCUMENT MUST BE RETURNED WITH QUOTE

**LEGAL NOTICE
REQUEST FOR QUOTE No. 2020-01
GRAVE OPENING/CLOSING SERVICES**

Joliet Township Government is responsible for the operation of the Oakwood Cemetery. This Request for Quote is for grave opening and closing services at the Oakwood Cemetery. This work would be performed on an as need basis.

Instructions to Bidders: The scope of service and proposal forms may be obtained from the Office of the Clerk, 175 West Jefferson Street, Joliet, IL 60432. Monday – Friday, 8:30 a.m. to noon and 1:00 to 4:00 p.m. Questions regarding the scope of service and proposal forms can be directed to the Clerk at 815-726-5239 or clerk@joliettownship.net. Electronic forms are available at www.joliettownship.net.

Quotes will be received at the Office of the Clerk, 175 W. Jefferson Street, Joliet, Illinois 60432 until the close of business on Friday, February 7, 2020. Thereafter, all quotes received will be reviewed and an award will be made by February 25, 2020. Joliet Township Government reserves the right to reject any and all quotes, part of any and all quotes, or to waive technical errors or omissions in quotes. No bidder may withdraw their bid within 30 days after the date of submission, February 7, 2020.

The Township is a governmental unit and those submitting a quote for grave opening and closing services must comply with the Ordinance No. 262-2007, Responsible Bidder Ordinance of Joliet Township and where applicable, the State of Illinois Prevailing Wage Rates/Certified Transcript of Payroll of the Illinois Department of Labor (820 ILCS 130/1 et seq.).

Dated: January 23, 2020

Daniel L. Vera
Supervisor

Beth Ann May
Clerk

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OAKWOOD CEMETERY JOLIET TOWNSHIP

REQUEST FOR QUOTE No. 2020-01

GRAVE OPENING/CLOSING SERVICES

Submit Date: February 7, 2020

INSTRUCTIONS:

- A. Sealed quotes must be submitted by the close of business on Friday, February 7, 2020, at the Office of the Township Clerk, 175 W. Jefferson Street, Joliet, IL 60432.
- B. All bids must be sealed and clearly marked "Joliet Township – Grave Opening/Closing Services RFQ 2020-01".
- C. All bids must be presented on the bid forms provided.
- D. All bid documents must be printed and signed. Late bids will not be accepted.
- E. Joliet Township reserves the right to reject any and all proposals, parts of any and all proposals or to waive technical errors or omissions in submitted proposals. No submitted bid may be withdrawn until a period of thirty (30) days after the submittal date.
- F. All bids must be presented with a Certificate of Liability Insurance for property damage and automobile comprehensive general liability.
- G. The contract shall be subject to the provisions of the Prevailing Wage Act (820 ILCS 130/1 et seq.) to the extent required by law. In addition, all bidders must comply with Ordinance No. 262-2007, Responsible Bidder Ordinance of Joliet Township.
- H. The legal notice, published Thursday, January 23, 2020 in the Joliet Herald-News, is made part of this document.

SCOPE OF WORK:

- Graves to be opened within an agreed upon time frame from contact between Joliet Township and contractor.
- Plywood or other form of turf protection to be used whenever possible to prevent damage to surrounding lots.
- All traditional and cremation grave openings shall be authorized by Joliet Township, located, and marked off for contractor.
- Dumping of excess dirt from opening in cemetery will only be permitted in area approved by Joliet Township.
- Grave to be covered and protected upon completion of opening and must remain so until fully backfilled.
- Grave to be fully backfilled, raked out and work area cleaned up within a reasonable time frame on the day of burial service.
- Grave to be compacted and dressed with black dirt and seed within a reasonable time frame and weather permitting.
- Graves that have settled or require additional backfill will be the responsibility of the contractor.

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- Any damage done to headstones, turf or other cemetery items during completion of work, and any cost incurred for repairs or replacement will be the responsibility of the contractor.

CONTRACT CONDITIONS:

- The contract is for the term beginning April 1, 2020 and will terminate upon mutual agreement between the Contractor and Joliet Township.
- The Township Supervisor will address any issues resulting in unsatisfactory service, as outlined in the quote/contract.
- Joliet Township is tax exempt and will provide a copy of the Illinois Department of Revenue governmental exemption.
- Invoices should be submitted, in a timely manner. Payment will be processed within thirty (30) days of the receipt of the invoice, assuming no discrepancies exist. All invoices are subject to approval by the Township Supervisor and Board of Trustees.

The price presented for consideration of grave opening/closing services as described in the scope of service:

Price per open/close service: \$ _____

REFERENCES – Please list (3) three:

Name: _____	Phone Number: _____
Name: _____	Phone Number: _____
Name: _____	Phone Number: _____

SUBMITTED BY:

Company Name: _____

Address: _____ City: _____ Zip: _____

Telephone Number: _____

Email Address: _____

By submitting this document, you agree to the bid instructions, specifications and contract conditions.

Signature/Title: _____

Printed Name/Title: _____

Date: _____