



# TOWN OF OXBOW

## Open Public Tender Cemetery Maintenance Contract Invitation to Bid

The Town of Oxbow is inviting tenders for regular maintenance services to the Oxbow Cemetery on a contractual basis. The contract period will be May 1 through September 30, 2025, or as long as may be required based on weather conditions. This contract may include a one (1) year renewable option.

### **Duties to Include:**

- Spring turf maintenance – Dethatching, raking, aeration, application of extended-release rate, higher ratio nitrogen fertilizer
- Fall turf maintenance – application of high potassium ration fertilizer
- Cutting/trimming/seeding grass
- Tree/hedge trimming
- Grounds keeping duties – lifting/straightening sunken gravestones markers/headstones.
- Removing old debris
- Maintenance of fencing around the Cemetery
- Weed spraying
- General cleanup and beautification

### **Scope of Work:**

The successful bidder will be required to:

- Supply all manpower and equipment to maintain the cemetery.
- Possess a Pesticide Applicator Licence (preference will be given to those that hold a licence).
- Provide proof of liability insurance coverage in the amount of at least \$2,000,000.
- Ensure that any staff are fully trained and supplied with appropriate safety equipment to meet Occupational Health and Safety requirements.
- Ensure that all machinery used meets the safety requirements defined by Occupational Health and Safety.
- Provide a clearance letter from Worker's Compensation, if applicable.

Tender should include total price of the job per month.

Tenders may be delivered to the Town of Oxbow, sealed, and marked **CEMETERY MAINTENANCE TENDER** on or before **April 17, 2025, at 4:00 pm.**

In-Person: 319 Main Street, Oxbow SK

Email: [administrator@oxbow.ca](mailto:administrator@oxbow.ca) (please direct all questions to this address)

Mail: Box 149, Oxbow SK, S0C 2B0

Prospective Bidders are invited to contact the town office with any questions, concerns or to schedule a walk-through of the cemetery grounds. The Town of Oxbow is not required to accept the lowest or any bidder.

Submit bids to:

### **CEMETERY MAINTENANCE TENDER**

Brandi Morissette, CAO

Town of Oxbow

319 Main Street, P.O. Box 149

Oxbow, SK S0C 2B0

[administrator@oxbow.ca](mailto:administrator@oxbow.ca)