

REQUEST FOR PROPOSALS
SUPPLY AND DELIVERY OF COLUMBARIUM FOR
THE CITY OF CASPER PUBLIC SERVICES DEPARTMENT
CEMETERY DIVISION

Date: November 26, 2014

The City of Casper is requesting proposals for procurement and delivery of a columbarium unit at Highland Cemetery. The item(s) are to be delivered to the specified location within the cemetery.

Proposals will be received by the City of Casper Public Services Department, Attn: Dan Coryell, Parks Division, 1800 East K Street, Casper, Wyoming, until 4:00 p.m., Local time, December 19, 2014. Three (3) copies of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. Proposals should be placed in a sealed package or envelope that is externally labeled "Columbarium Proposal."

GENERAL

Proposals are being requested from qualified vendors to design, supply, and deliver an aesthetically pleasing columbarium unit that is to be located at Highland Cemetery (see Attachment A for a map of the proposed columbarium location). Highland Cemetery is located at 1860 E 12th Street in Casper, Wyoming, and it is owned and operated by the City of Casper. It is the intent of the City to build a 144 space columbarium, but proposals that range in size from 100 – 200 spaces will be accepted.

The unit shall have the capability to integrate or expand with other proposed units thereafter.

To ensure the finished product is top quality, all stonework must be fabricated by skilled trade personnel and shall be solid, free of cracks or chips, and uniform in color. All exterior walls shall be made of marble or granite that is not less than six (6) inches in thickness.

The niches shall have an inside dimension of at least 12" x 12" x 12" and be constructed of granite, marble, slate, sandstone, or limestone.

The outside of the niche shall be able to support scribing or bronze monument, interchangeable covers attached with tamper proof screws and hidden locking mechanisms. Three additional covers shall be supplied.

The foundation, site work and landscaping is not included on this RFP.

Vendor will guarantee the construction for at least three (3) years.

PROPOSALS

1. Three (3) copies of the proposals shall be submitted. Proposals must include the following information:
 - a. Contact Information.

The Vendor shall provide name, address, and telephone number of the all parties involved in the project, including manufacturers, distributors, and technical support personnel.

b. Company Description.

The Vendor shall provide a one page summary of his/her company, qualifications, and expertise, and support and customer service standards.

c. Product Overview

Vendor will provide a brochure or similar summary document that broadly describes the columbarium design that they are proposing.

d. Specifications.

The Vendor will submit design drawings and specifications for their proposed columbarium. Specifications and/or drawings should detail the internal and external layout of the structure (including exterior and interior walls), roof, doors, hinges, latching and/or locking mechanisms, plaques and/or inscription areas, ventilation structures, foundation and footings (if applicable), and columbarium cabinets. Specification documents should detail interior and exterior measurements of the completed structure and of each component part. Specifications should detail the materials (including types of metal and types of stone, where applicable) that would be used for each component part. Specifications will describe, where appropriate, how the component pieces are attached, bolted, adhered, or connected to one another in order to form the finished structure. Specifications will include the number of columbarium spaces that would be available in the finished product.

e. Pricing.

Vendor will state the pricing of the columbarium. Pricing should be total turnkey pricing to include all of the following (but not limited to): purchase, design, delivery, construction, final installation, supplemental or spare parts, keys, documentation, and included tools or components.

f. Compliance with State Law

Wyoming State Statute 35-8-401 and 35-8-402 (attachment B) includes details on minimum construction standards for the design and construction of columbarium. Please address specifically and individually the requirements listed below as to how your design meets the minimum required standards:

- 35-8-402 (a) (i)

- 35-8-402 (a) (ii)
- 35-8-402 (a) (iii)
- 35-8-402 (a) (iv)
- 35-8-402 (a) (v)
- 35-8-402 (a) (vi)
- 35-8-402 (a) (vii)

g. Photographs or Drawings

The Vendor will supply photographs or artists' renditions of the finished columbarium.

h. Foundation

It is the intent of the City that the City will construct a suitable poured concrete or similar foundation for the columbarium. The Vendor will describe the design specifications (horizontal dimensions, subgrade compaction, base material, pour depth, etc.) for the foundation.

i. Construction and Delivery Timeline

Vendor will describe how the columbarium will be delivered and constructed. Please specify the state of its arrival, the steps for any on-site installation, and construction, if applicable. Please provide a timeline that includes dates for delivery, dates for construction/installation to commence, and date for construction/installation to be completed and ready for final inspection.

j. References.

The Vendor shall provide a list of four references. The references must be from companies which the Vendors have performed similar work for.

2. The following items apply to all submitted Proposals:

a. Submission of Proposals.

Written (not electronic) proposals must be submitted to City of Casper Public Services Department, Attn: Dan Coryell, Parks Division, 1800 East K Street, Casper, Wyoming, until 4:00 p.m., Local time, December 19, 2014. Three (3) printed (non-electronic) copies of each proposal should be placed in a sealed package or envelope. Each package or envelope should be externally labeled, "Columbarium Proposal."

b. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Vendor. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

c. Alternative Proposals.

Vendors may submit multiple design proposals if they wish to market multiple designs that are fundamentally different from one another. If a vendor wishes to market multiple design proposals, then a separate set of three (3) copies of each alternative proposal must be submitted for each design.

d. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Vendor to insure that the proposal arrives prior at the specified location prior to 4:00 p.m., Local Time, December 19 , 2014. Three (3) copies of printed (non-electronic) proposals must be submitted to the specified place by the specified due date. Proposals should be placed in a sealed package or envelope that is externally labeled "Columbarium Proposal."

e. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, to request amendments or modifications to submitted proposals, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

f. Response Material Ownership and Protection.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Vendor at the City's option. Responses are public record and may be reviewed by any person after the final selection has been made. The City of Casper reserves the right to use any or all ideas presented in reply to this request. Disqualification of a Vendor does not eliminate this right. If proprietary or protected information is provided in the proposal, it must be clearly identified in the proposal with references to appropriate patents, or other applicable state or federal laws.

g. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Vendor prior to issuance of an agreement, contract, or purchase order. This includes any costs associated with a requested demonstration or presentation.

h. Acceptance of Proposal Content.

The contents of the proposal of the successful Vendor may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Vendor to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Vendor may be removed from future solicitations.

TIMETABLE

Following is the tentative timetable for this RFP:

1.	Proposals Due	12/19/14, 4:00 PM
2.	Selection of Vendor	12/26/14
3.	Reviewed/Signed Professional Services Contract	1/16/15
4.	City Council Award of Professional Services Contract	2/3/15
5.	Foundation prepared by the City	5/1/15
6.	Columbarium delivered, constructed, Installed, and completion of all Vendor Services	6/15/15

The submittal of a proposal indicates that the Vendor has no problem in keeping this schedule.

CONTRACT

The Vendor will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the equipment, duties of the vendor, termination of the contract, ownership of material, changes, submission of material, and obligations of the City.

SELECTION

The selection of the Vendor will be based upon total cost of the project, ability to meet required and preferred specifications, project team qualifications, demonstrated knowledge and experience, customer service, and willingness to meet time requirements. The City reserves the right to request an interview/demonstration if necessary to make a selection.

In making a proposal, the Vendor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the consultant will be made by City Staff and authorized, via contract award, by City Council.

ATTACHMENT A

Map of Proposed Columbarium Location



ATTACHMENT B

WYOMING STATE STATUTE 35-8-401 AND 35-8-402

CHAPTER 8 - CEMETERIES AND BURIALS
ARTICLE 4 - VAULTS, CRYPTS AND MAUSOLEUMS

35-8-401. Definitions.

(a) As used in this act:

(i) "Columbarium" means any building, structure or any part of a building or structure which is used for the interment of cremated human remains;

(ii) "Community vault, crypt, columbarium, mausoleum or structure" means one constructed for the purpose of containing the bodies or remains of more than six (6) dead human beings;

(iii) "State department of health" means the state department of health created by W.S. 9-2-101;

(iv) "State insurance commissioner" means the insurance commissioner of Wyoming appointed under W.S. 26-2-102;

(v) "This act" means W.S. 35-8-401 through 35-8-407.

35-8-402. Regulations and specifications generally; application to certain columbariums.

(a) No person, firm, partnership, association, company or corporation shall construct any community vault, crypt, columbarium or mausoleum, wholly or partially above the surface of the ground, to be used to contain the body or remains of any dead human being unless the same shall be located within the confines of an established cemetery containing not less than five (5) acres, which cemetery shall have been in existence and operation for a period of at least five (5) years immediately preceding the time of the erection thereof, nor until plans and specifications therefor shall be approved by the state board of health [department of health]. Such plans and specifications shall set forth the sections, halls, rooms, corridors, elevators or other subdivisions thereof, with their descriptive names and numbers, and shall provide:

(i) That such structure be so arranged that any vault, cell, niche or crypt may be readily examined at any time by any person authorized by law to do so;

(ii) That suitable provision be made for permanently sealing each crypt or cell after the placing of any body therein, and in such manner that no fluid may escape therefrom;

(iii) That the foundation shall extend below the frost line and shall be of reinforced construction;

(iv) That the exterior walls and roof shall be constructed of granite or marble and shall not be less than six (6) inches in thickness;

(v) That exterior doors shall be constructed of bronze or aluminum alloys or any other material or alloy of similar properties;

(vi) That interiors shall be constructed of granite, marble, slate, sandstone or limestone;

(vii) That the structure shall contain adequate provision for drainage and ventilation;

(viii) That the structure shall be so constructed as to insure its beauty, durability and permanence, as well as the safety, convenience, comfort and health of the community in which it is located, as dictated and determined at the time by modern mausoleum construction and engineering science.

(b) The person making application shall file a certificate of such approval, signed by the state health officer, with a copy of such plans and specifications, in the office of the county clerk of the county wherein such structure is to be erected, and such clerk shall retain the same on file. No crypt, room or niche in any community mausoleum, columbarium or structure shall be sold or offered for sale until such structure shall be entirely completed.

(c) This act shall not apply to any columbarium owned by or for a church if it is less than one-half (1/2) acre in size and is located immediately contiguous to or is part of the church facility and is perpetually cared for. If the church relocates, it shall relocate all urns and remains placed within the columbarium. Any violation of this subsection is subject to the penalty imposed under W.S. 35-8-407.