BILL 2013-20

****** First Reading ******

AGENDA ITEM

TO: Mayor and City Council

FROM: Drew Bontrager, Public Works Director

SUBJECT: Interment Agreement

DATE: May 6, 2013

PURPOSE

The attached bill would authorize the City Manager to enter into an agreement with CMG Graveservice for the opening and closing of graves.

DISCUSSION

In 2002, we started to bid out the opening and closing of grave sites in the five cemeteries owned and managed by the City of Cameron. At that time, CMG Grave Service was the lowest and best bidder and has been the successful bidder on this contract since that time, including the last bid in 2011.

The City Clerk prepared the bids and published the bid notice in the local paper and an official bid opening was held on April 11, 2013. CMG was the low and only bid submitted. The bid prices submitted by CMG do not have an increase from their last bid; therefore, there is no increase in price on any of the services. The agreement would be for a two year period.

RECOMMENDATION

We recommend that the Council adopt the attached bill authorizing the City Manager to enter into an agreement with CMG Grave Service to open and close graves at the city cemeteries.

Bill 2013-20

AN ORDINANCE APPROVING AN AGREEMENT BETWEEN THE CITY OF CAMERON, CLINTON AND DeKALB COUNTIES, MISSOURI AND CMG GRAVE SERVICE FOR THE PURPOSE OF CEMETERY INTERMENTS AT THE FIVE CITY CEMETERIES

WHEREAS, the City of Cameron owns and operates five (5) cemeteries in and around Cameron; and

WHEREAS, it is the desire of the City of Cameron to provide affordable and professional interment in its cemeteries; and

WHEREAS, City Staff and the Cemetery Board have solicited and received bids from one (1) vendor for professional interment services; and

WHEREAS, City Staff and the Cemetery Board have reviewed the bid and determined the bid from CMG Grave Services is the best and lowest bid: and

WHEREAS, City Staff and the Cemetery Board do hereby recommend approval of an "Interment Agreement" with CMG Grave Services for professional interments in the five (5) City cemeteries.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cameron, Clinton and DeKalb Counties, Missouri as follows:

Section 1. The Mayor is authorized to sign this ordinance hereby approving the Interment Agreement attached hereto and made apart hereof.

Section 2. The City Manager is authorized to sign the Interment Agreement.

Section 3. The City Clerk is directed to attest to the Mayor and City Manager's signatures.

Section 4. This ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved on first reading this 6th day of May 2013.
Passed and approved on second reading this ____ day of _____ 2013.
Passed and approved on third and final reading this ____ day of _____ 2013.

_____
Mayor Dennis M. Clark

ATTEST:

_____
City Clerk

First Reading

INTERMENT AGREEMENT

Purpose: The purpose of this agreement is to establish terms and conditions for working relations between CMG Grave Service (Vendor) and the City of Cameron (City) for the service of opening and closing grave sites in five (5) cemeteries owned and managed by the City of Cameron, Missouri.

Scope of Services: The Vendor will provide equipment and labor needed to open and close gravesites at five (5) cemeteries owned by the City. Competent personnel with appropriate equipment will perform opening and closing. Vendor will exercise care in avoiding damage to other gravesites. Any and all collateral damage will be restored by vendor to its prior condition or better. Vendor will cut, remove and replace sod on each site when weather conditions permit.

Cost of Service: The cost of interments shall be paid to Vendor at the following rate:

Single Adult	$435.00
Saturday open and close	$535.00
Sunday open and close	$635.00
Cremation open and close	$265.00
Children and Infants	$265.00
Sunday/holiday cremation open and close	$465.00

It shall be the responsibility of the Vendor to bill and collect for all services rendered.

Term: The length of this agreement shall be two (2) years upon its passage. The Vendor and the City will reserve the right to terminate this agreement upon a thirty (30) day notice.

Licensing and Insurance: It shall be the responsibility of the vendor to carry insurance, licensing and registration as required by law.

_____
Kurt Thompson, CMG Grave Service

_____
Mark Gaugh, City Manager

_____
Barbara J. O'Connor, City Clerk

Date: _____

Date: _____

First Reading