BILL 2011-37

****** Second and Final Reading ******

AGENDA ITEM

TO: Mayor and City Council

FROM: Barbara J. O'Connor, CMC, City Clerk

DATE: April 18, 2011

RE: Cemetery Interments

Issue:
City Manager Watson has requested we rebid the grave space opening and closing agreement for our five City Cemeteries. We have used the services of CMG, a local company, since 2002. Periodic rebidding is being good stewards of our citizen's money. I have advertised and received two (2) bids. The bid tabulation and average comparisons for 2010 is attached to this memo. Members of the Cameron Cemetery Board met and reviewed the bids. In the year 2010 there were 15 standard grave opening and closings. The standard opening and closing is the predominant size and method used in all our cemeteries. CMG bid $435 for this service. The other burial options are less used. Staff applied the Local Preference Policy for standard burials which resulted in CMG Grave Service being within the policy on the standard burials.

Recommendation:
Following the review and discussion, the Cemetery Board members felt the best bid was from CMG and recommended approval of an agreement between the City and CMG Grave Service noting the value of continuity of services from our current contract holder. Staff also recommends approval.

Bill 2011-37

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 two (2) vendors for professional interment services; and

WHEREAS, City Staff and the Cemetery Board have reviewed the bids and determined the bid from CMG Grave Services is the best and lowest bid using the "Local Purchase Policy"; 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 18th day of April 2011.
Passed and approved on second reading this 2nd day of May 2011.
Passed and approved on third and final reading this 2nd day of May 2011.

_____
Mayor Dennis M. Clark

ATTEST:

_____
City Clerk

Second and final 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

_____
David Watson, City Manager

_____
Barbara J. O'Connor, City Clerk

Date: _____

Date: _____

second and final reading