



SAVE OUR CEMETERIES, INC.

1539 Jackson Avenue, Suite 415

New Orleans, LA 70130

(504) 525-3377

January 10, 2018

Invited Sub Contractor:

Address:

Subject: Invitation to Bid

INVITATION: Degruy Tomb – Tablet repair and reattachment, and reattachment of marble closure tablet surrounds to front of tomb.

SCOPE OF WORK DESCRIPTION

- Obtain required work permits and work hours from the New Orleans Catholic Cemeteries office, located at 1000 Howard Avenue, New Orleans, LA 70113.
- After permit(s) are acquired, gather marble surrounds for tablet from Save Our Cemeteries (SOC) office at 1539 Jackson Avenue, Suite 415, New Orleans, LA, and transport to the Degruy Tomb located inside St. Louis Cemetery No. 1, 425 Basin Street, New Orleans, LA 70112.
- Before work begins, assure work area is safe for cemetery staff and visitors and that work area is secured and visibly blocked off from the public with temporary fencing or signage. Respect visitors, staff during work hours, and **halt all work if a funeral procession or burial is in progress anywhere near the work area.**
- Take “before” photos of tomb.
- Remove Degruy fragmented tablet pieces from the ground surrounding the tomb and any fragmented pieces that may be buried in dirt near the tomb. Refill any holes dug into cemetery grounds if necessary.
- Repair and reattach closure tablet to Degruy family tomb, placing it in its original location.
- Repair and reattach marble pieces of marble surround to tomb and secure using proper materials suitable for a tomb of its condition and age.
- Take “during” photos showing work progress throughout the job.
- Report to Amanda Walker, Executive Director of Save Our Cemeteries once work is complete.
- After the restoration work is approved by Save Our Cemeteries, take “after” photos of the tomb.
- Remove any work materials, dispose of any debris, and leave work area in a clean, safe condition.
- Notify on-site cemetery staff once work is completed.
- Submit photos and a detailed work summary report to Amanda Walker, Executive Director of Save Our Cemeteries, in-person at the SOC office, or via email at director@saveourcemeteries.org.
- Submit final invoice to Amanda Walker, Executive Director of Save Our Cemeteries, in-person at the SOC office, or via email at director@saveourcemeteries.org

Project site is located at: St. Louis Cemetery No. 1, 425 Basin Street, New Orleans, LA 70112

BASIS OF BIDS REQUIRED:

All bids shall be on a lump sum basis. Segregated bids will not be accepted.

TIME OF COMPLETION

Work shall be completed within three weeks from the date of Notice to Proceed. Advanced notice will be given one week prior to scheduled start date.

BID OPENING

Save Our Cemeteries will receive bids until February 1, 2018.

BIDDING DOCUMENTS:

Bidding documents may be examined at Save Our Cemeteries' office. Subcontractor may pick up and check out bidding documents from Save Our Cemeteries. Subcontractor is expected to return any blue prints or bidding documents taken from Save Our Cemeteries' office. Subcontractor will be responsible for any reproduction costs associated with bidding documents. Bids should be based on the bidding documents, which include the drawings, attachment A: "General Conditions and Specifications," and the Description of Work.

BIDDER'S QUALIFICATION

Bidding will be open only to invited, pre-qualified, subcontractors experienced in work related for project, those licensed to perform work as a contractor in the state of LA, and 100 percent insured to perform the work required. Subcontractor must complete and submit to Save Our Cemeteries, Inc. this form, including all listed supplementary information requested.

RIGHT TO REJECT BIDS

Owner reserves the right to waive irregularities and to reject any and all bids.

Sincerely,

Save Our Cemeteries, Inc.

BIDDER'S INFORMATION:

Firm Name: _____

Address: _____

Telephone: _____

State Contractors License #: _____ License Classification _____

SUBMITTED BY:

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to sign this proposal on behalf of the bidder as an agreement to the provisions herein. I have read and fully understand all related general conditions and specifications.

TOTAL BID AMOUNT: _____

Signature: _____

Print Name: _____

Please submit your materials to Amanda Walker, Executive Director, at: director@saveourcemeteries.org, by fax at (504) 525-3377, or by mail:

**Save Our Cemeteries
1539 Jackson Avenue, Suite 415
New Orleans, LA 70130**

Contact us at (504) 525-3377 if you have any questions.

“ATTACHMENT A”: GENERAL CONDITIONS AND SPECIFICATIONS:

GENERAL CONDITIONS:

- 1.) Subcontractor shall provide evidence of all necessary local and state licenses required to perform the intended work in a lawful manor.
- 2.) All subcontractors shall be properly licensed to perform their specialty.
- 3.) All subcontractors shall carry and maintain throughout the life of the contract statutory workmen’s compensation, in addition to liability insurance in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate. If subcontractor fails to provide required insurance documentation to Save Our Cemeteries, Save Our Cemeteries will hold a portion of subcontractor’s payment to cover all workman’s compensation and general liability expenses absorbed by Save Our Cemeteries.
- 4.) Subcontractors shall be responsible to maintain the entire premises in a clean, safe, and orderly manner at all times and to protect neighboring tombs from damage or loss of any kind.
- 5.) Subcontractors shall also be responsible for the safe working conditions and quality of work of all personnel employed on this job. All work shall be performed by trained personnel in their respective trades. These requirements apply to all subcontractor personnel.
- 6.) Subcontractor shall promptly present Save Our Cemeteries with copies of all intermediate and final general inspection reports as issued by parish authorities.
- 7.) Subcontractors shall be responsible to pay for all licenses, inspections, permits, etc. imposed by local authorities and those of his employees.
- 8.) Save Our Cemeteries will pay subcontractors the second week for completed work in place based upon a payment schedule outlined in the “Save Our Cemeteries: Scope of Work” submitted by subcontractor and approved by Save Our Cemeteries, less 10% retainage. The final 10% shall be paid to the contractor upon completion of a punch list and a signed lien waiver, including any change orders.
- 9.) All work, of any nature, shall be performed in accord with all local and national codes and requirement.
- 10.) Subcontractors shall use whatever means deemed necessary to ensure that all areas of the entire property, especially neighboring tombs or otherwise protected during construction and until final acceptance. Any such protection shall be maintained until completion.
- 11.) Periodic cleanup and haul off of discarded material and orderly storage of current materials shall be maintained to ensure a clean job site at all times. Subcontractors final payments will be deducted for any intermediate clean up performed by Save Our Cemeteries.
- 12.) All work shall be warranted against faulty labor and materials for a period of one year from date of final acceptance.
- 13.) Time is of essence to Save Our Cemeteries, therefore should the work not be completed and accepted as initially agreed upon, Save Our Cemeteries shall deduct the amount of \$100 (one hundred dollars) per calendar day for each day the work remains incomplete. This amount shall insure, to Save Our Cemeteries’ benefit, to help offset Save Our Cemeteries’ additional expenses and not as penalty.
- 14.) No changes in the work shall be added to or deleted from these plans and specifications unless specifically agreed to in writing by the owner stipulating the extra cost or credit resulting from the change.
- 15.) Upon acceptance by Save Our Cemeteries, this request for proposal, general conditions, specifications, and scope of work all become part of the subcontractor agreement and binding contract between subcontractor and Save Our Cemeteries.





