



SAVE OUR CEMETERIES, INC.
P.O. Box 56762
New Orleans, LA 70156
(504) 525-3377

June 14, 2020

Subject: Invitation to Bid

INVITATION: Plessy Tomb Restoration

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.
- 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.**
- Document progress by photos, taking “before”, “during”, and “after” photographs.
- There must be NO pressure washing and NO sandblasting of the tomb.
- Remove all debris from roof of tomb and keep bricks that are in good, workable shape.
- Remove all vegetation from tomb.
- Remove all loose plaster.
- Remove all inappropriate paint.
- Scrub tomb from top to bottom with a soft-bristled brush and mild dish soap.
- Relay all missing and loose bricks.
- Repoint all deteriorated mortar joints.
- Plaster entire tomb.
- Apply 2-3 coats of limewash to tomb.
- Report to Carolyn Sinclair, Executive Director of Save Our Cemeteries once work is complete, for approval of work.
- Remove any work materials, dispose of any debris, and leave work area in the condition in which it was found.
- Notify on-site cemetery staff once work is completed.
- Submit photos and a detailed work summary report to Carolyn Sinclair, Interim Executive Director of Save Our Cemeteries, via email at director@saveourcemeteries.org.

Submit final invoice to Carolyn Sinclair, Interim Executive Director of Save Our Cemeteries, via email to: 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 July 16, 2021.

*Please note that Save Our Cemeteries may not be prepared to start work on this project until 6 months to a year of receiving bids. We thank you for your patience.

BIDDING DOCUMENTS:

Subcontractor may examine other bidding documents from Save Our Cemeteries. 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. Two copies of the bidding documents are required.

BIDDER'S QUALIFICATION

Bidding will be open only to invited, pre-qualified, subcontractors experienced in work related for project, those licensed to perform work in the state of Louisiana, 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.

Thank you,

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 Carolyn Sinclair, Interim Executive Director, at: director@saveourcemeteries.org, or by mail:

**Save Our Cemeteries
P.O. Box 56762
New Orleans, LA 70156**

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.
- 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.

