

 <b>City of Rocky Mount Addendum 1</b>	
Refer <b><u>ALL</u></b> Inquiries regarding this RFP to: Ramona Plemmer Senior Purchasing Technician	RFP #320-040122RP
	RFP Due Date: 5/31/2022
	Contract Type: Construction/Repair

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

**SCHEDULE REMINDER**

Event	Responsibility	Date and Time
Issue RFP	City	Tuesday 5/17/22
Pre-bid/Site Visit	City	Friday 5/20/22 10:00 am
Submit Written Questions	Vendor	Monday 5/23/22
Provide Responses to Questions	City	Wednesday 5/25/22
Submit Bids	Vendor	Tuesday 5/31/22 4:00 pm

**QUESTIONS AND ANSWERS**

**Question 1:** During the site visit at Battleboro Cemetery, it was mentioned there was a total of 9 to 10 damaged headstones that consisted of both singles and doubles. Can you provide those measurements?

**Answer 1:** Battleboro Cemetery: (2) -2'x4', (1)- 1.5'x3', (1) -1'x2'  
 Northeastern Cemetery: (1) - 1.5'x2', (4) - 2'x3'

**Question 2:** During the site visit at Battleboro Cemetery, we were shown a bronze double (flat) that was broken. Are there any bronze flat markers on your list to be replaced? If so, can you provide those measurements?

**Answer 2:** No, it is not, if you would like to submit a price for this please do on a separate sheet.

**Question 3:** Could you please provide a copy of the monument installation guidelines/requirements?

**Answer 3:** Please see the attached

**Question 4:** When will we receive the marker inscriptions to be engraved and what format will they come in?

**Answer 4:** You will receive marker inscriptions to be engraved following the vendor decision. Once you are chosen you will receive a copy of each foot markers information. Name, date of death, date of birth will be provided.

**Question 5:** Do you want Black Litho in the engraving or should the engraving be plain?

**Answer 5:** Yes, we would like all information on foot marker engravings to be filled in with Black Litho.

**Question 6:** Major stated that he understood that there could be unexpected delays in these pandemic times. So, in the event an extension is requested and granted, how would that affect the \$1,000.00 per day project overrun penalty listed on page 18 of the RFP?

**Answer 6:** If granted the extension based on valid information showing manufacturing issues have occurred. The penalty will be waived. Please provide estimated date.

**Question 7:** Ted identified 2 companion bronze markers with broken granite bases in the Northeastern Cemetery. Should replacement bases be included in this bid? If so, existing granite color or switch to gray granite?

**Answer 7:** The two you are referring to are not part of the bid however if you would like to present a separate quote attached you may do so, and we will see if our budget permits this.

**Question 8:** Major stated that we should plan to set markers in a section at a time. Could we plan for 15 markers at a time with 4 different installation dates scheduled? If so, how would this affect the must be completed in 8 consecutive days requirement stated on page 18 of the RFP?

**Answer 8:** The cemetery would prefer if you were to order all materials first and upon delivery schedule your times to install. If all materials are present and no manufacturing issues have occurred, we would like to stay within the 8 day requirement.

## **ATTACHMENTS:**

### **Chapter 6 CEMETERIES<sup>1</sup>**

#### **Sec. 6-1. Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Cemeteries* means the city's burial parks or cemeteries.

*Cemetery lot* means a numbered division as shown on the record plat.

*Cemetery plot* means a space of sufficient size to accommodate one (1) adult interment approximately five (5) by ten (10) feet.

*Cemetery plot plan* means the plot plan dated August 15, 1962, and its amendments.

*Marker* means a memorial flush with the ground.

*Monument* means a tombstone or memorial of granite or marble which extends above the surface of the ground.

(Code 1967, § 7-1; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

Cross reference(s)—Definitions and rules of construction generally, § 1-2.

#### **Sec. 6-2. Cemetery supervisor—Appointment.**

The city manager shall appoint a competent person who shall have charge of the upkeep, protection and preservation of the cemeteries of the city, whose job title shall be cemetery supervisor.

(Code 1967, § 7-2; Ord. No. O-02-82, § 1a., 9-9-02; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

#### **Sec. 6-3. Same—General duties.**

It shall be the duty of the cemetery supervisor to supervise the digging of all graves and to supervise the laying out, posting and cleaning of all burial plots. In addition thereto, he shall see that all laws and

<sup>1</sup>Cross reference(s)—Streets, sidewalks and certain other public places, Ch. 19.

State law reference(s)—Cemeteries, G.S. § 65-37 et seq.; § 160A-341 et seq.

regulations concerning the cemeteries are duly observed and enforced, and in case of any violation thereof, shall report the same in accordance with departmental policy.

(Code 1967, § 7-3; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-4. Records.**

It shall be the duty of the cemetery supervisor to report to the city clerk a record of all interments, disinterments, and lots sold in the cemeteries. It shall be the duty of the city clerk to keep such record.

(Code 1967, § 7-5; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-5. Map; contents.**

It shall be the duty of the city clerk to keep diagrams of all cemetery lots. The names of the owners and the individual names of all burials shall be recorded on the diagrams of lots that have been purchased.

(Code 1967, § 7-6; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-6. Purchase price of lots.**

The purchase price of lots in the cemeteries shall be determined from time to time by the city council and published in the Administrative Policy Manual.

(Code 1967, § 7-7; Ord. No. O-02-82, § 1b., 9-9-02)

**Sec. 6-7. Deeds to lots.**

It shall be the duty of the city clerk to deliver a deed to the purchaser of any lot in any of the city's cemeteries upon payment of the full purchase price. However, no person shall purchase more than eight (8) burial plots in the cemeteries unless approved by the city council. Such deed shall incorporate therein the provisions of sections 6-8 and 6-11 through 6-23.

(Code 1967, § 7-8; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-8. Transfer of lots.**

No transfer or assignment shall be made of any cemetery lot without the written consent of the city manager. All such transfers or assignments shall be recorded in the office of the city clerk.

(Code 1967, § 7-9; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-9. Indigent burials; stillborn babies.**

The city shall maintain a section, in one (1) or more of the city's cemeteries for the burial of indigent persons and stillborn babies or babies less than one (1) week old at the time of death.

(1) *Indigent burials.* To qualify for indigent burial, the deceased must meet the city's definition of indigent (See Administrative Policy No. X.4.2) and be certified as indigent by the appropriate department of social services. Charges for the burial plot and opening and closing of the grave shall be waived in the case of authorized indigent burials.

(2) *Stillborn babies.* Stillborn babies and babies less than one (1) week old at the time of death shall be eligible for burial in any section the city's cemeteries reserved for the burial of indigent persons. There shall be no charge for the burial plot, however, fees for opening and closing graves shall be applicable as set forth in Policy No. X.4.2 of the city's administrative policy manual. An exception shall be made if the parents qualify as indigent and fees for opening and closing shall not be charged.

(3) *Residency required.* To qualify for indigent burial the deceased must be a resident of the City of Rocky Mount at the time of death, or, in the case of stillborn babies, or babies less than one (1) week old at the time of death, the parents or guardians must be city residents. Notwithstanding the above, applicants who were residents of the city but relocated to an assisted living, retirement or nursing facility outside the city limits within three (3) years prior to death shall be considered residents for the purposes of this policy. There shall be no residency exceptions for burial of stillborn babies or babies less than one (1) week old at the time of death.

(4) *Application required.* Applications for the burial of indigent persons or stillborn babies or babies less than one (1) week old at the time of death shall be submitted to the city clerk's office. Applications

must be made by next of kin or someone who has authority to act on behalf of the deceased and accompanied by certification from the appropriate department of social services that the deceased meets the city's criteria for indigence. Applications will be considered on a case-by-case basis in accordance with the criteria set forth in Administrative Policy No. X.4.2, taking into consideration such factors, as the ability of family members to pay the burial costs, the amount of the bill from the funeral home and how the charges are expected to be paid, or expected financial assistance.

(5) *Markers and monuments.* Markers and monuments shall not be permitted on graves in the areas of the city's cemeteries reserved for indigent burials. A burial space will be assigned and the city will keep a record of such including the name of the deceased, the burial location and the date of burial.

(6) *Scheduling burials.* The final decision on scheduling burials under this section shall rest with the cemetery supervisor or designee. Funeral directors scheduling such burials shall contact the cemetery supervisor or designee at least twenty-four (24) hours prior to scheduling any burials under this section. No burial time shall be promised, nor assumed without the consent of the cemetery supervisor or designee.

(7) *Weekend/holiday burials restricted.* No burials under this section shall be scheduled for weekends or official holidays. All burials shall be scheduled at least twenty-four (24) hours in advance and no burial shall be scheduled to begin later than 2:30 p.m. There shall be no exception to this rule.

(Ord. No. O-2011-92, § 1, 10-31-11; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

Editor's note(s)—Ord. No. O-2011-92, § 1, adopted Oct. 31, 2011, amended § 6-9 in its entirety to read as set out herein. Former § 6-9 pertained to similar subject matter and derived from the Code of 1967, § 7-10; Ord. No. O-02-82, § 1c., adopted Sept. 9, 2002; Ord. No. O-08-117, § 1, adopted Sept. 22, 2008.

**Sec. 6-10. Opening and closing of graves; fees.**

The opening and closing of graves for all interments and disinterments in the cemeteries shall be done by the city under the supervision of the cemetery supervisor unless under a court order. The fees for opening and closing a grave in the cemeteries shall be determined from time to time by the city council and published in the Administrative Policy Manual.

(Code 1967, § 7-11; Ord. No. O-02-82, § 1d., 9-9-02)

**Sec. 6-11. Submission of burial permit prior to interment or disinterment.**

A burial permit shall be submitted to the cemetery supervisor by a licensed funeral director at least twenty-four (24) hours prior to any interment. Notice shall be given at least one (1) week prior to any disinterment.

(Code 1967, § 7-12; Ord. No. O-02-82, § 1e., 9-9-02)

**Sec. 6-12. Cremations.**

The cemetery supervisor must be notified of cremation burials in accordance with the provisions of section 6-11. The burial of cremated remains shall be done by the city and the standard fee for the opening and closing of graves shall be charged. The scattering of ashes across the cemetery plot is prohibited.

One (1) cremated body may be buried on a cemetery plot with the exception that the cremated remains of any two (2) members of the same family may be buried on a single plot.

For the purposes of this section, family members shall be defined as wife, husband, mother, father, daughter, son, sister, brother, grandmother, grandfather, granddaughter and grandson.

(Ord. No. O-92-96, § 1, 12-14-92; Ord. No. O-93-8, § 1, 1-25-93)

**Sec. 6-13. Grave liners.**

(a) Concrete or steel grave liners shall be used for all burials in city-owned cemeteries except in the areas designated for indigent burials and except for the burial of cremation urns. The minimum requirements for concrete vaults shall be one and one-half-inch average sidewall thickness, two-inch top

thickness, two-inch bottom thickness with four thousand five hundred (4,500) psi. The minimum requirement for a steel vault shall be twelve-gauge thickness top, sides and bottom. Concrete or steel grave liners may be installed with bottoms left open upon request by the family of the deceased.

(b) If not already in compliance, all disinterments that are to be relocated to another area of the city's cemeteries shall be placed in a vault or liner as described in subsection (a) above. If any old vault or liner exists, it must be physically solid enough to withstand the disinterment. It shall be the responsibility of the cemetery supervisor to make this determination. If the supervisor deems the vault or liner unacceptable, it shall be replaced at the expense of the property owner, the property owner's estate or duly authorized representative.

(Ord. No. O-88-25, § 1, 3-14-88; Ord. No. O-02-82, § 1f., 9-9-02; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-14. Application of rules, regulations.**

All cemetery lots shall be held subject to all rules and regulations governing the cemeteries, either now in force or that may be hereafter prescribed by the city council.

(Code 1967, § 7-15; Ord. No. O-02-82, § 1g., 9-9-02)

**Sec. 6-15. Monuments—Location.**

(a) Monuments shall be allowed or permitted only in those sections or portions of sections of the cemeteries as approved by the city council and as shown on the cemetery map.

(b) Monuments shall not be permitted within the areas in the cemeteries designated for indigent burials.

(c) Monuments shall not be allowed or permitted in Section Thirteen of Northeastern Cemetery.

(Code 1967, § 7-17; Ord. No. O-02-82, § 1h., 9-9-02; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-16. Same—Number.**

Only one (1) central family monument shall be allowed on a family lot in the cemeteries.

(Code 1967, § 7-18)

**Sec. 6-17. Same—Dimensions.**

The face area of any monument shall not exceed fifteen (15) percent of the superficial area of the lot, its base length shall not exceed sixty (60) percent of the average width of the lot and its base width shall not exceed two (2) feet. Where there are four (4) or more graves, the base width may be a maximum of two (2) feet ten (10) inches.

(Code 1967, § 7-19)

**Sec. 6-18. Same—Materials.**

Monuments of concrete, artificial stone, composition, wood, tin, iron or similar materials shall not be permitted within the cemeteries.

(Code 1967, § 7-20)

**Sec. 6-19. Same—Foundation.**

Monuments shall be placed only on foundations approved by the cemetery supervisor.

(Code 1967, § 7-21)

**Sec. 6-20. Grave markers.**

(a) Grave markers shall not exceed one (1) foot in width and two (2) feet in length and shall have a minimum of four-inch thickness and shall be placed at the end of the grave farthest from the monument or as specified in the cemetery plot plan.

(b) Grave markers must be set flush with the ground.

(Code 1967, § 7-22; Ord. No. O-02-82, § 1i., 9-9-02)

**Sec. 6-21. Mausoleums and tombs.**

(a) Mausoleums or tombs may be constructed only on lots designated for that purpose as shown on the cemetery map.

(b) Specifications and the locations of the mausoleums or tombs on the lot shall be approved by the city manager or other such officers as the city council may designate.

(c) Mausoleums or tombs shall be erected so as to leave at least two (2) feet clearance from all lot boundary lines.

(Code 1967, § 7-23; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-22. Care and upkeep.**

(a) The general care and upkeep of the cemeteries including all grading, landscaping and improvements is assumed by the city; however, the general care assumed by the city shall in no case mean the maintenance, repair or replacement of any memorial, tomb or mausoleum placed or erected upon lots; nor the doing of any special or unusual work in the cemetery, nor does it mean the reconstruction of any marble or granite work on any section of the plot, or any portion thereof in the cemetery caused by the elements, an act of nature, enemy, thieves, vandals, strikes, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots or by order of any military or civil authority, whether the damage is direct or collateral, other than as herein provided.

(b) If any monument, mausoleum, tomb or marker or ornament becomes unsafe, unsightly or in need of repair or resetting, the city, after giving notice to the owner of such condition and upon the failure of the owner to correct the condition within thirty (30) days after receiving the notice, reserves the right to correct or remove the same at the expense of the owner.

(Code 1967, § 7-24; Ord. No. O-02-82, § 1j., 9-9-02; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-23. Shrubs and plants.**

(a) No shrubs, plants or ornaments shall be planted upon any cemetery lot except as the same may be permitted by any applicable provision of this Code, state law or city ordinance, rule or regulation.

(b) No copings, curb fencing, hedges, grave mounds or borders of any kind shall be allowed on any cemetery lot.

(c) The cemetery supervisor or his duly authorized agent shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants or herbage of any kind from the cemetery as soon as in the judgment of the cemetery supervisor they become unsightly, dangerous, detrimental or diseased, or when they do not conform to the standards maintained for the cemeteries.

(Code 1967, § 7-25; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-24. Use as playground.**

No person shall use any part of any cemetery within the city as a playground.

(Code 1967, § 7-26)

**Sec. 6-25. Discharge of firearms.**

No person shall discharge any firearm within any cemetery within the city except as a lawful part of any recognized funeral service.

(Code 1967, § 7-27)

**Sec. 6-26. Use of motor vehicles, animals.**

No person shall drive or ride any motor vehicle in the cemeteries at a speed in excess of twenty (20) miles per hour or lead any animal or drive any motor vehicle over, upon or across any burial plot in the cemeteries.

(Code 1967, § 7-28; Ord. No. O-2012-71, § 1(Att.), 7-23-12)

**Sec. 6-27. Defacing monuments, burial plots.**

No person shall dig up, remove, injure or destroy any stake or grave stone or other monument placed or erected on a grave, or any burial plot without the permission of the cemetery supervisor.

(Code 1967, § 7-29)

**Sec. 6-28. Unauthorized removal or damage to flowers, ornaments, etc.**

It shall be unlawful for any person, other than the cemetery supervisor or his duly authorized agent, or a member of the owner's family or their duly authorized agent, to cut down, pluck or otherwise remove, injure or destroy any flowers, bulbs, vines, shrubbery or trees planted in the cemetery except under the supervision or with the approval of the cemetery supervisor, or to remove any flowers or other ornaments or any vase, basket or receptacle from any lot except under the supervision and with the approval of the cemetery supervisor.

(Code 1967, § 7-30)

**Sec. 6-29. Litter.**

No person shall deposit any rubbish, filth, waste or other unclean or unsightly substance in the cemeteries.

(Code 1967, § 7-31)

**Sec. 6-30. Liability insurance.**

(a) Any firm that performs a service of any type in any city owned cemetery such as installing vaults; installing monuments, mausoleums, or grave markers; setting up or taking down tents; directing funerals; or other work and services shall furnish the cemetery supervisor a current certificate of insurance for the following types of insurance coverage:

(1) Workers compensation as required by law;

(2) Comprehensive automobile liability insurance coverage with a combined single limit of not less than five hundred thousand dollars (\$500,000.00) per accident for bodily injury and property damage;

(3) Standard comprehensive general liability insurance providing coverage for operations, products, and completed operations coverage with a combined single limit of not less than one million dollars (\$1,000,000.00) at any city owned cemetery.

(Ord. No. O-02-82, § 1k., 9-9-02)

**Sec. 6-31. Installation of monuments, grave markers, mausoleums or tombs.**

(a) A monument permit shall be submitted to the cemetery supervisor prior to any installation of a monument, grave marker, mausoleum or tomb.

(b) All installations of monuments, grave markers, mausoleums or tombs will occur during regular cemetery office hours.

(Ord. No. O-02-82, § 1l., 9-9-02; Ord. No. O-2012-71, § 1(Att.), 7-23-12)