

November 22, 2010



City Council Committee Report

To: Mayor & Council

Fr: Rick Perchuk, Operations Manager
Barb Manson, Parks Supervisor

Re: Columbarium Inscription Tender

Recommendation:

That the following quotations, for on-site lettering of the Columbaria niches located at the Lake of the Woods Cemetery for 2011, 2012 & 2013, (plus applicable tax), be received:

M.C. Delandes Monuments & Memorials

First Inscription fee - \$300.00 per niche
2nd & supplement inscription fee - \$100.00 per niche

Quinn & Simpson Co. Ltd.

First inscription fee - \$349.00 per niche
2nd & supplement inscription fee - \$75.00 per niche ; and further

That the quotation received from M.C. Delandes in the amount of \$300.00 for the primary inscription and \$100.00 for the 2nd & supplement inscriptions (plus applicable tax) be hereby accepted.

Background:

Quotations were requested from three companies that have the capacity for mobile inscriptions for a three year period (2011, 2012, & 2013) to continue on-site lettering of the niches in the multiple Columbaria located at the Lake of the Woods Cemetery. There are at present, five (5) columbaria on site with 98 niches in each. Only two companies responded, the third (Western Cemetery Lettering) declined the option to tender. The customer is charged a fee of \$599.00 for the columbarium inscription to ensure coverage of the original inscription and any subsequent inscriptions.

Quinn & Simpson had done the lettering from 1998 until 2007, with no complaints on workmanship. M.C. Delandes, having the lower tender price was awarded the contract in 2008 but due to complaints received in 2008 & 2009, were requested to adhere to the requirements of the Inscription Tender Contract and to fix the multiple inscriptions already done which were not at the

depth required or consistent. M.C. Delandes did comply with these instructions and no further complaints have been received. The recommendation would be to accept the tender from M.C. Delandes Monuments & Memorials.

Budget:

Reserve Inscription Account – Customer pays for the inscription

Communication Plan/Notice By-law Requirements:

Charlotte Edie, Finance

Rick Perchuk, Operations Manager

Barb Manson, Parks Supervisor

Joanne McMillin, City Clerk