

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES FOR Grave Openings, Closings and Re-Openings

I. Contractor Responsibilities:

- A. Contractor shall be notified at least twenty-four (24) hours prior to the required grave opening by Client Agency.
- B. It shall be the responsibility of the funeral director to notify the Contractor of the assigned grave number, as well as, the date and time of the funeral.
- C. Contractor must have the capability of being notified of all burials twenty-four (24) hours a day – seven (7) days a week. An answering service is acceptable
- D. Contractor must be available for all excavations, regardless of day and/or time of burial.
- E. Cemetery personnel will designate and locate all gravesites for the Contractor.
- F. Contractor must provide all labor, equipment and any and all necessary and as needed/required supplies/materials.
- G. Contractor must utilize their own equipment (not supplied by cemetery) and use a three (3) foot wide bucket when digging graves.
- H. Ramps available from the cemetery supervisor/superintendent will be used when leaving road to enter lawn and upon leaving lawn to enter road in order to protect the curbing from being chipped, cracked or broken.
- I. Contractor will remove turf from gravesite in a manner that will permit the turf to be placed back on the grave and have (acceptable appearance – i.e. no debris left behind). Cemetery personnel will replace turf.
- G. Contractor shall place protective padding supplied by the cemetery supervisor/superintendent on the lawn area in order to prevent damage.
- H. Any and all damage to lawn area(s) cause by the Contractor will be repaired to the satisfaction of the Client Agency – at the contractor’s expense.
- I. No soil, sand, stones or other material from gravesite may be placed directly on lawn.
- J. Material must be placed in vehicle and moved from grave area during committal service.
- K. Immediately after the committal service/burial, the fill will be brought back and placed in the grave.
- L. Power tamping and the application of water while back filling will be required to prevent setting.
- M. The finished grave shall match existing grade levels.
- N. When the burial is complete, the gravesite will have no excess or unnecessary material left in the immediate area.
- O. All excess material will be removed as soon as possible off cemetery property.

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- P. Some dirt is to be preserved by contractor for filling settled graves at the discretion of cemetery supervisor/superintendent.
- Q. Contractor must remove all machinery, equipment and/or debris from cemetery upon completion of back filling and grading
- R. Contractor must submit with bid solicitation, a list of cemeteries within the past two (2) years where work has been performed. Please include name, addresses and telephone contacts on a separate paper and upload thru Biznet as other documents.