



RFT Number #2025-06
Re: RFT for Design, Supply and Installation of a 72 Niche Columbarium

**Project Proposal: Supply and Installation of Columbarium
at St.-Charles Cemetery**

Submitted Date: June 26, 2025

Sunset Memorial & Stone Ltd.
3300 – 8 Street S.E. Calgary, AB T2G 5S7
1-800-363-3393
www.sunsetstone.com

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1. QUOTE FORM
2. QUOTE SPECIFICATIONS

Quote Form

Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and / or confidential, copyrighted, trademarked, patented, or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document, please respond to the originator of this message and permanently dispose of any copies and any attachments.

Submission Details

Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, as stated below, no later than:

**Submissions accepted no later than – Thursday, June 26, 2025 -
No later than 2:00 p.m. Local Time**

The Successful Bidder will be notified within thirty (30) days of the proposal closing date.

Mail or courier delivered tenders are the preferred method of submission. The use of regular mail for delivery of a tender will be at the risk of the Bidder. A drop box is available in front of the Municipal Office at 2 King Street East. Sealed in person submissions will also be accepted.

Alternate submissions will be accepted by email to tenders@stcharlesontario.ca. Bidder must accept if submitting by email that this medium is not secure and may not remain confidential. Proposal will be printed and placed in a sealed envelope. Submissions can also be sent through the prescribed bidding site www.biddingo.com.

Acknowledgement of email submission disclaimer

June 25, 2025

(Signature and Date)

Tenders must be submitted in a sealed envelope and shall be clearly marked with the following:

- ☐ The Name and Address of the Bidder
- ☐ The Request Number
- ☐ The Project Title

Administration Staff will affix on the sealed envelope:

- ☐ Date and time of receipt

Declaration

To: The Municipality of St. Charles

Sirs: I / We the undersigned acknowledge receipt of and having carefully examined the Request and "Specifications" set forth in Schedule "A" and hereby offer to submit this Proposal in accordance with, and as required by the said documents at the price set forth in "Schedule "A" hereto.

I / We understand and accept that the prices set forth in this Tender Form include full compensation to furnish all labour, equipment, materials and supplies and transportation necessary or incidental to completing the work in strict accordance with said documents.

I / We understand that this Agreement terminates in the event that I / We fail to perform the work to the satisfaction of the Municipality.

I / We understand that the lowest or any quote will not necessarily be accepted and that TO BE CONSIDERED, Tender Forms must be in the Municipal Office by the Submission Deadlines and Methods.

GENERAL CONDITIONS

1. The Bidder shall discharge all liabilities incurred by them for labour, materials and services used or reasonably required for use in the performance of this Agreement on the date upon which each becomes due and all liabilities incidental thereto.
2. The respondent understands and agrees that they are not, nor is anyone hired by them covered by the Municipality under The Workers' Compensation Act, and they shall be responsible for, and shall pay all dues and assessments payable under The Workers' Compensation Act, The Unemployment Insurance Act or any other Act, whether Provincial or Federal, in respect of themselves, their employees and operations, and shall, upon request, furnish the Municipality with satisfactory evidence that they have complied with the provisions of any such Act. If they fail to do so, the Municipality shall have the right to withhold payment of such sum or sums of money due to them that would be sufficient to cover their default, and the Municipality shall have the right to same.
3. The Bidder to supply proof of Workers' Compensation and -\$5,000,000.00 liability insurance.
4. The Bidder covenants and agrees with the Municipality to indemnify it and save it harmless from all claims by third parties arising out of the performance of this Agreement.
5. The price, as proposed by the Bidder, includes all limits of the work project.
6. The Bidder declares that they have or will pay forthwith all Provincial and Federal Taxes that apply to the said equipment.
7. Notice of acceptance may be made by fax, email, or telephone, with written confirmation of same to follow, to the Bidder at the numbers given by the Bidder.

Name and Address of the Bidder

Sunset Memorial & Stone Ltd.

3300-8th Street SE, Calgary AB T2G 5S7

Phone:

403-243-3393

Fax:**Email:**Gord@sunsetstone.com

The Respondent declares:

- No person, firm, or Municipality other than the Bidder, has any interest in this proposal or in the proposed services for this proposal.
- This proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other Municipality, Firm or person making a proposal for the same service and is in all respect fair and without collusion or fraud.
- No member of the staff of the Municipality of St.-Charles is or will become interested directly or indirectly; as a contracting party, partner shareholder, surety or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from.
- The content and requirements of this proposal document have been read and understood.
- All prices are quoted in Canadian funds.

All or any proposals are not necessarily accepted.Signed at Sunset Memorial & Stone Ltd. this 25 day of June 2025.Minling Feng

Print Name – Witness



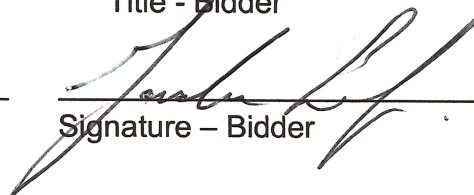
Signature - Witness

Gordon Leaf

Print – Bidder,

President

Title - Bidder



Signature – Bidder

Schedule "A"- Specifications/Scope of Work

I Sunset Memorial & Stone Ltd. do hereby submit the following bid price to perform the related work as outlined in the Scope of Work.

Scope	Services	Quantity (Hours)	Price	Total Include HST
1.	All labour, equipment and materials to do the work described herein with the cost of the base	Sunset has made every effort to secure a local contractor for the foundation work; however, all contractors contacted are fully booked for the remain-der of the year due to the peak construction season. One precast concrete contractor responded with a quote exceeding \$22,000, which we consider unreasonably high. As a result, Sunset is currently unable to provide pricing for the foundation. Should Sunset be awarded the project, we will work closely with the Municipality to coordinate and source a suitable and cost-effective foundation contractor.		
2.	All labour, equipment and materials to do the work described herein without the cost of the base	1	Option 1: Flat Roof \$50,778.00 Option 2: with Dome \$59,287.00	Option 1: Flat Roof \$57,379.14 Option 2: with Dome \$66,994.31

Scope of Work

Note: Proposed columbarium designs, both with flat roof and with dome, are referenced in the attached Quote Specifications.

The Municipality of St.-Charles is requesting a 72-niche, hexagon style, grey granite columbarium with black granite doors. Scope one (1) will be **with** the supply and installation of an approved base and Scope two (2) will be **without** the supply and installation of the base. Please include all costs such as delivery, installation, and crane service etc. **An agreeable delivery date will be chosen upon award for the Summer / Fall of 2025.**

Proposed availability date: 4.5 months in terms of days/weeks after awarding the quote.

- Ownership of both hardcopies and digital copies must be transferred to the Municipality of St.-Charles upon completion of the project.
- Record drawings and / or final reports must be submitted to the Municipality within two (2) weeks of project completion. Record drawings must contain survey data from the construction period.
- Detailed breakdown of quantities and cost estimates for the Municipality budget purposes, and construction estimates if required.
- Fees shall include all costs associated with undertaking any inspections, purchasing software or equipment, sub-consultants, etc. required to complete the work.
- Disbursements and expenses shall include reasonable costs to complete the work.
- A brochure or similar documentation describing the proposed columbarium to be supplied.
- Design drawings and specifications of the supplied columbarium.
- Specifications and / or drawings should detail the internal and external layout of the structure including interior and exterior walls, roof, doors, hinges, latching and/or locking mechanisms, plaques and or inscription areas, ventilation

- structures, foundation, and footings (if applicable) and columbarium cabinets.
9. Specification documents should detail the materials (including types of metal and types of stone, where applicable) that would be used for each component part.
 10. Specifications will describe, where appropriate, how the component pieces are attached, bolted, adhered, or connected to one another in order to form the structure.
 11. Any and all warranty information.
 12. Additional details such as costing of available memorialization options if applicable (etching, engraving, plaques etc.)

All or any proposals are not necessarily accepted.

Please see attached map for locations.

Name and Address of the Company

Sunset Memorial & Stone Ltd. 3300-8th Street SE, Calgary AB T2G 5S7

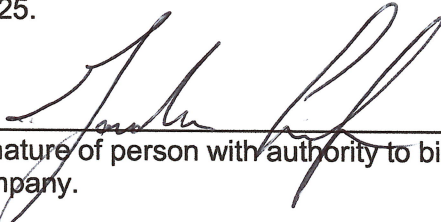
Phone: 403-243-3393

Fax: _____

Email: Gord@sunsetstone.com

Signed this 25 day of June 2025.

Gordon Leaf President
Print - Name & Title



Signature of person with authority to bind the Company.

Please attach Acknowledgement of Email Submission Disclaimer (page 3) if submitting electronically.

Schedule B

Please provide a corporate profile of your company, including an overview of your product offerings, your business model, and what differentiates you from your competitors

References

Reference 1	
Organization Name	Town of Huntsville
Contact Name	Alicia Horne
Contact Title	Asset and Risk Management Coordinator
Address	37 Main St. E, Huntsville ON P1H 1A1
Telephone #	705-789-1751 ext.2223
E-Mail address	Alicia.horne@huntsville.ca
Description of services provided	1x Estate II with Dome 72 Niche Columbarium 2x Chinook 64 Niche Columbarium

1x Concrete Foundation
Project Value: \$149,359.00

Reference 2	
Organization Name	City of Abbotsford
Contact Name	Jason Young
Contact Title	Assistant Manager
Address	32315 S Fraser Way, Abbotsford BC V2T 1W7
Telephone #	604-853-2281
E-Mail address	JYoung@abbotsford.ca
Description of services provided	2x Estate II with Dome 72 Niche Columbarium 2x Built-in Ossuary

Project Value: \$112,306.00

Reference 3	
Organization Name	City of Winnipeg
Contact Name	Brett Shenback
Contact Title	Cemetery Administrator
Address	510 Main St., Winnipeg MB R3B 1B9
Telephone #	bshenback@winnipeg.ca
E-Mail address	204-986-4392
Description of services provided	4x Estate II with Dome 72 Niche Columbarium 3x Royal Legacy 72 Niche Columbarium

23x Heritage Pedestal
Project Value: \$339,287.00

Quote Specifications

June 25, 2025

Client Municipality of St. Charles
Contact Clerk
Email clerk@stcharlesontario.ca

Shipping Address
 St. Charles Cemetery
 97 Casimir Rd
 St. Charles ON P0M 0B2

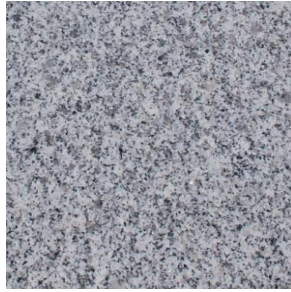
To: The Municipality of St. Charles

Sunset Memorial & Stone Ltd. is pleased to present a quotation, in Canadian dollars (\$CAD), for the supply, delivery and installation of the columbarium. Shop drawings and photos from previously completed projects are provided in **Figures 1 to 4**.

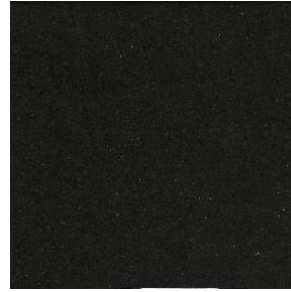
Opt.	Description	Design Element	Niche Depth	Niche Core	Granite Colour	Unit Price (CAD)	Qty	Total Niches	Price/Niche (CAD)	Total Price (CAD)
1	Six-sided Estate I (2x6 high) 72 Niche Columbarium (See Design in Figure 1)	Flat Roof	16"	ALUM	Imperial Grey with Premium Black Shutters	\$ 50,778	1	72	\$ 705	\$ 50,778
Subtotal										\$ 50,778.00
HST (13%)										\$ 6,601.14
Total										\$ 57,379.14
2	Six-sided Estate I (2x6 high) 72 Niche Columbarium (See Design in Figure 2)	Dome	16"	ALUM	Imperial Grey with Premium Black Shutters	\$ 59,287	1	72	\$ 823	\$ 59,287
Subtotal										\$ 59,287.00
HST (13%)										\$ 7,707.31
Total										\$ 66,994.31
Note: Sunset has made every effort to secure a local contractor for the foundation work; however, all contractors contacted are fully booked for the remainder of the year due to the peak construction season. One precast concrete contractor responded with a quote exceeding \$22,000, which we consider unreasonably high. As a result, Sunset is currently unable to provide pricing for the foundation. Should Sunset be awarded the project, we will work closely with the Municipality to coordinate and source a suitable and cost-effective foundation contractor.										

Optional Customization and Enhancements: (please confirm the following details)

• Columns and Rows Denotation	\$350	per columbarium	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Qty: _____
• Sidewall Inscriptions	\$200	per sq ft	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Qty: _____
• Shutter Inscriptions	\$200	per shutter	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Qty: _____
• Additional Shutter	\$60	each	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Qty: _____
• Bronze Wreath Plaque with Granite Insert	\$320	each	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Qty: _____
• Pre-drill Holes for Bronze Plaque (please complete and return the attached Bronze Hole Template)	\$15	per shutter	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Qty: _____



Imperial Grey



Premium Black

Granite Colour Chart

Columbarium Specifications:

- Imperial Grey granite dome (where applicable), roof, columns and base, with polished surfaces. The base will have rock-pitched sides.
- Premium Black granite shutters and trims with a polished front surface.
- Bronze rosettes and screws. Aluminum rosettes and stainless-steel screws are available as an alternative.
- Interior niche nominal size of 12"W x 12"H x 16"D.
- Each niche will have its own individual granite shutter.
- The individual granite shutters are held away from the core structure using our unique extrusion design, eliminating niche condensation, and freezing of the shutters to the columbarium (refer to ***Aluminum Niche Core Advantage***).
- Each interior niche is secured with a key-locked and powder coated aluminum security door (refer to ***Aluminum Niche Core Advantage***).
- Shutters are designed for inscription *without* pre-drilled hole.
- Accessories and spare parts included in this quote:
 - 2 spare granite shutters.
 - 5 spare rosettes complete with screws.
 - 2 security tools to remove the screws on the rosettes.
 - 10 keys for the lock in the inner security doors.

Terms and Conditions:

1. This quote is based on the assumption that there is an access road to the foundation with sufficient load capacity to withstand the weight of a 40-t crane and a 53-foot flat deck transport truck, that the road will allow for both the truck and crane to get within 40 feet of the foundation and that the lift is clear of any obstructions.
2. Sunset recommends that a Professional Engineer authorized to work in your province stamps your foundation drawings. Example concrete foundation drawings can be supplied upon placement of an order.
3. Price does not include concrete foundation.
4. Warranty includes lifetime on granite and 10 years workmanship (see sample Warranty).
5. The above quotation will be honoured for 3 months from the date of this letter.

If you have any questions or concerns with the information above, please do not hesitate to contact me at 403-243-3393 or minling@sunsetstone.com.

Thank you for your consideration and we look forward to your reply.

Sincerely,

A handwritten signature in black ink, appearing to read "Minling Feng".

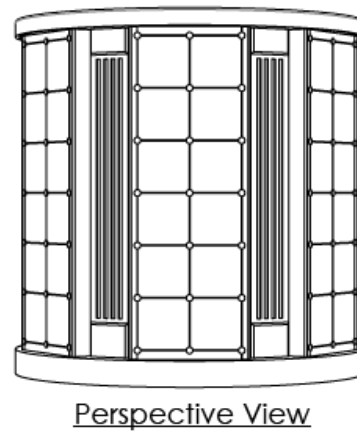
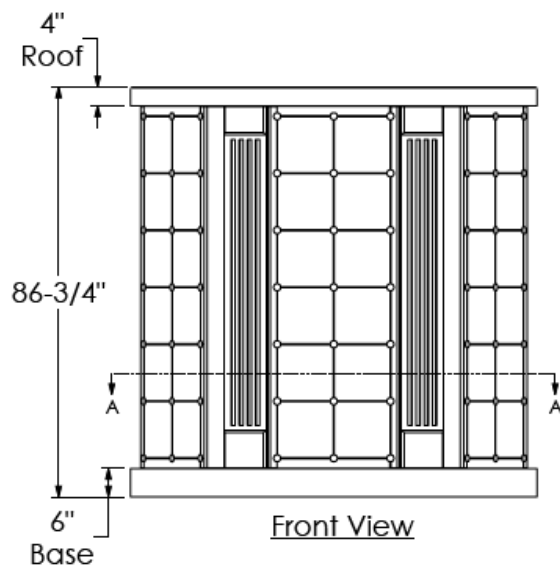
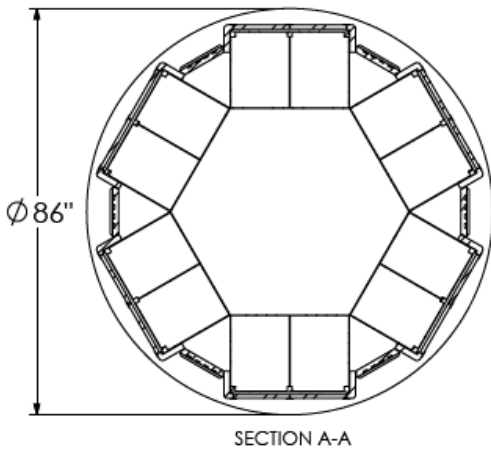
Minling Feng *M.ENG*
Columbaria Estimator
Sunset Memorial & Stone Ltd.

12"x12"x16" Deep Aluminum Niches

Empty Weight: 9500 lbs

Full Weight (with 2 urns per niche): 11660 lbs

This plan and design are, and at all times remain, the exclusive property of Sunset Memorial & Stone Ltd. and cannot be used or reproduced without written consent.



Estate I 72
Overview

3300 - 8th Street SE
Calgary, AB T2G 5S7
1-800-363-3393
www.sunsetstone.com
columbariumUSA.com



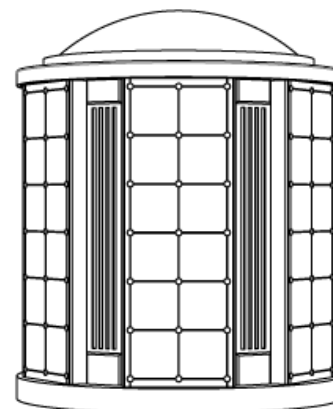
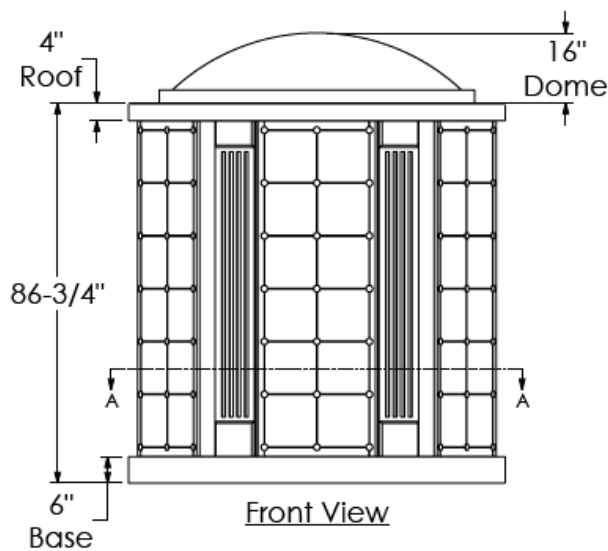
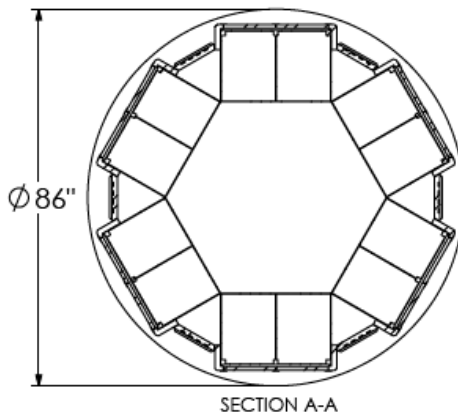
Figure 1. Six-sided Estate I with Flat Roof (2x6 high) with Aluminum Niche Core Design – Total of 72 Niches

12"x12"x16" Deep Aluminum Niches

Empty Weight: 11900 lbs

Full Weight (with 2 urns per niche): 14060 lbs

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Perspective View

Estate I 72
Overview

3300 - 8th Street SE
Calgary, AB T2G 5S7
1-800-363-3393
www.sunsetstone.com
columbariumUSA.com



Figure 2. Six-sided Estate I with Dome (2x6 high) with Aluminum Niche Core Design – Total of 72 Niches



Figure 3. A Custom Stepped Chinook 108-Niche Columbarium and an Estate / 72-Niche Columbarium. The Six-sided Estate / 72 Niche Columbarium with a Flat Roof (2x6 high) Featuring Imperial Grey Roof, Columns and Base, Premium Black Shutters and Bronze Rosettes



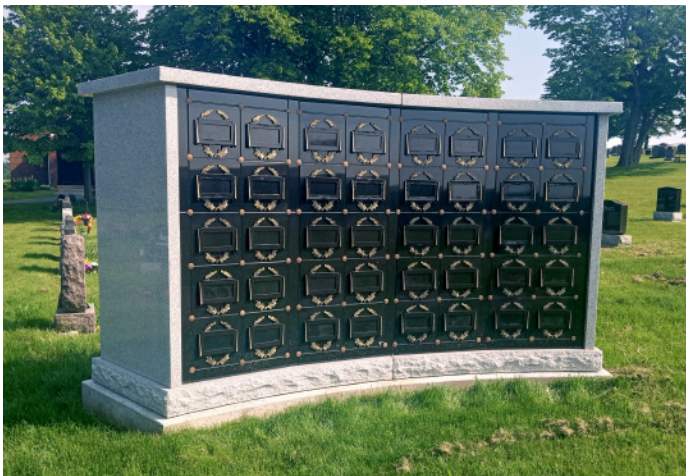
Figure 4. Six-sided Estate I with Dome (2x6 high) 72 Niche Columbarium Featuring Imperial Grey Dome, Roof, Columns and Base, Premium Black Shutters and Bronze Rosettes

Bronze Wreath Plaques with Granite Insert

At Sunset Memorial & Stone, our beautifully crafted bronze wreath plaques offer a cost-effective alternative to solid bronze memorials. A Sunset Wreath can enhance your new columbarium by increasing the return on investment while offering a more affordable option for families.

The granite insert allows inscriptions to be easily sandblasted by local monument dealers. If relocation is needed, the predrilled shutters allow the granite plaque to be moved to the preferred location while the bronze frame remains intact.

Our bronze plaques are in stock with a swift turnaround time and can be adhered onsite during the installation of your columbarium. Spare granite insert plaques are included for future flexibility.



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Revisions

No.	Date	App'd

Bronze Hole Template

Sunset
Memorial & Stone Ltd.
3300 8 Street SE
Calgary Alberta T2G 5S7
tlf 800-363-3393
ph 403-243-3393
fax 403-243-7533
www.sunsetstone.com

Project name

Drawing name

Date

Project No.

Scale

Drawing No.

Drawn by

Checked by

Center

C = hole dia.

E

Center

A

D

D

B

Cemetery _____

Measurement Unit
Used (in/cm/mm) _____

A Door Height _____

B Door Width _____

C Hole Diameter _____

D Horizontal Distance
From Vertical Center _____

E Vertical Distance
Above Horizontal
Center _____

Aluminum Niche Core Advantage

STANDARD

Sunset's powder coated aluminum Key-locked inner security door makes it easy to access the interior niche.

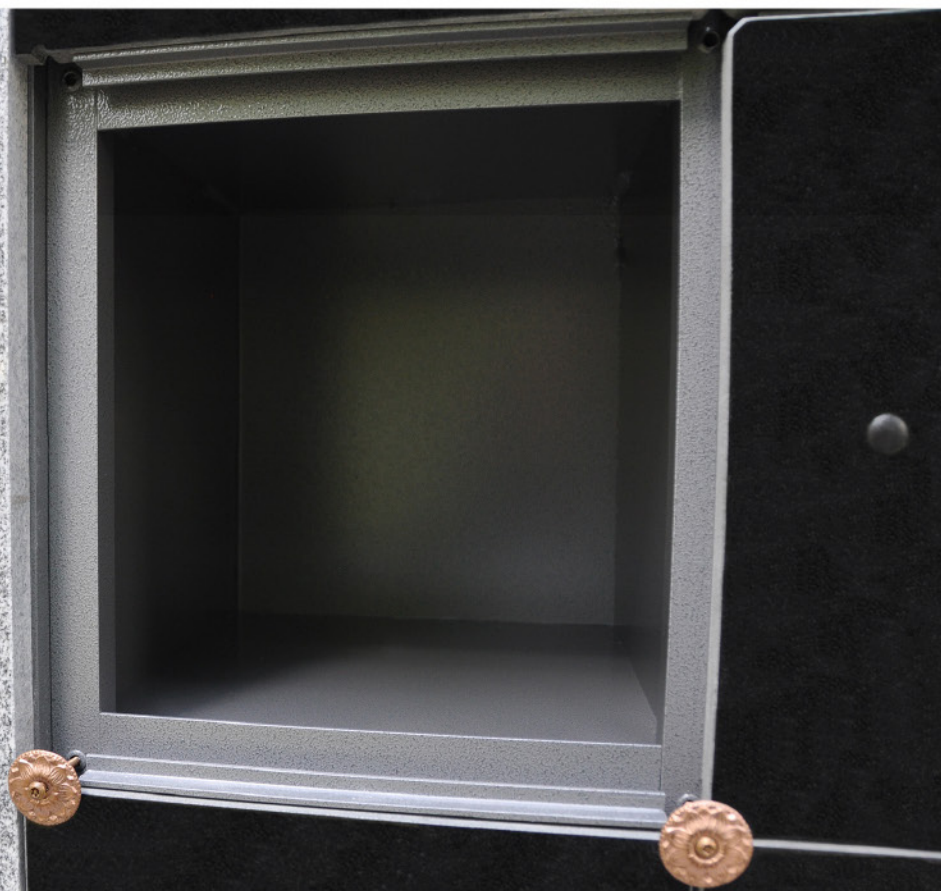
Provides families with peace of mind that their loved ones are secured.

Cemetery operators appreciate the added level of security.



Sunset's powder coated aluminum niche provides a beautiful interior finish.

Prevents metal urns from fusing to the interior niche.





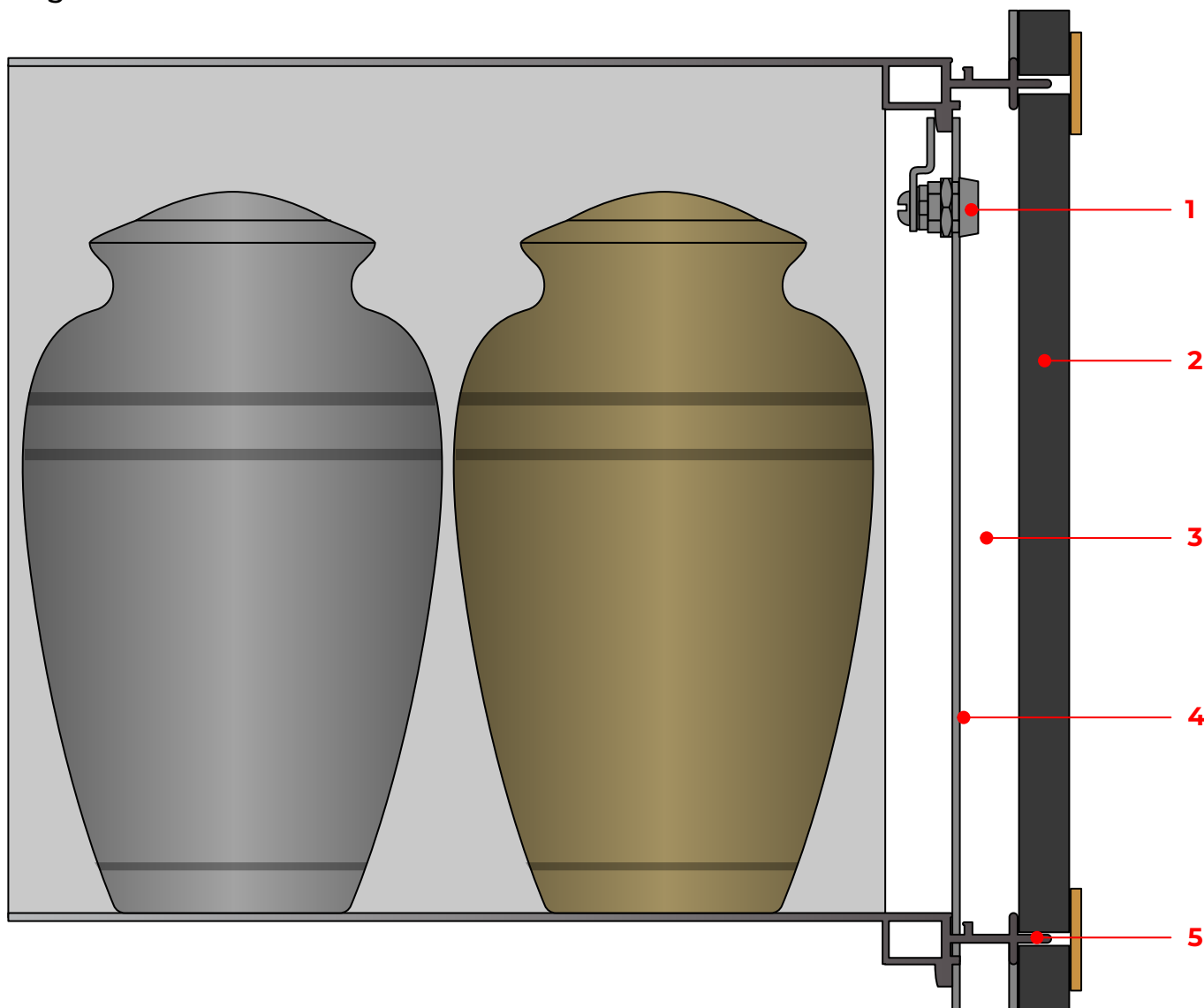
Interior Aluminum Niche

Designed to hold two urns:
12 x 12 x 16" Deep

Sunset Memorial & Stone Ltd.
3300 – 8 Street S.E. Calgary, AB T2G 5S7
1-800-363-3393
www.sunsetstone.com

Interior Niche Details

1. Stainless steel lock wedges against the extrusion to ensure a tight closure to prevent entrance of soil, insects, moisture, etc.
2. 3/4" thick granite shutter.
3. 3/4" wide air gap helps prevent thermal transfer and condensation. Provides space for bronze plaque hardware.
4. Locking inner security door.
5. Custom extrusion design features a ledge to allow easy fastening of the granite shutter with the floral rosettes.



Why a 16" Depth Matters (Aluminum)

As cremation gains popularity and urn designs become increasingly elaborate, accommodating larger urn sizes has become a necessity.

Sunset has pioneered a unique advancement in niche design by adopting a 16-inch depth to enable the placement of two urns.

Sunset's Innovative 16" depth niche design is engineered to facilitate the placement of these larger urns, ensuring a fit that meets contemporary needs.

Example 1: Marble Companion Urn



Dimensions:

- 15" W
- 8" D
- 6.25" H

<https://ca.perfectmemorials.com/navy-marble-the-perfect-companion-urn-vault-p-1764.html>

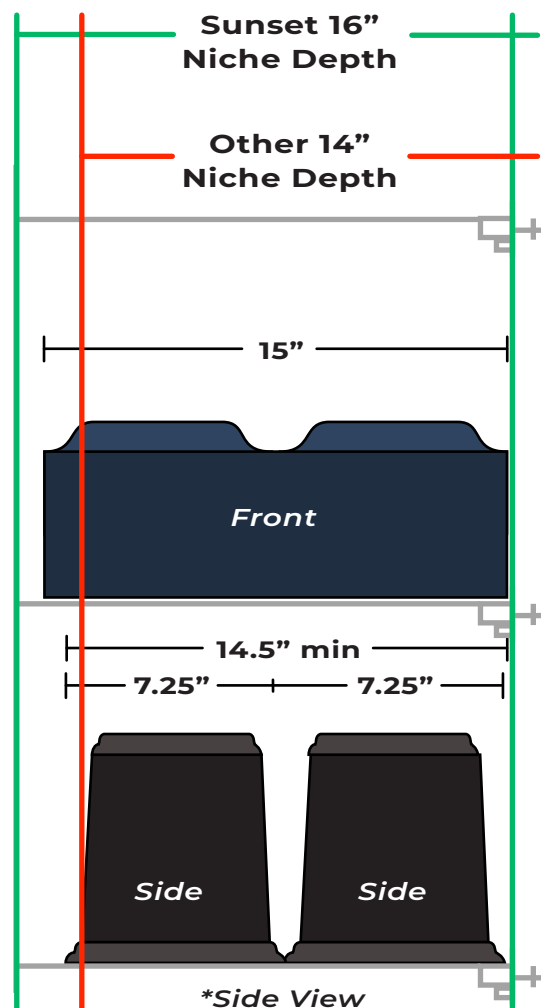
Example 2: Cremation Urn



Dimensions:

- 10.25" W
- 7.25" D
- 7.25" H

<https://mainelyurns.com/college-football-granite-ark-cremation-urn-13-colors-3-sizes.html?sgcause=46-1470087>



WARRANTY

Purchaser:

Contract number:

Date of purchase:

Sunset Memorial & Stone Ltd. guarantees the granite parts of the columbarium furnished under the Warranty Certificate.

Sunset Memorial & Stone Ltd. guarantees unconditionally, that this columbarium will not check, crack or disintegrate from exposure to the elements in any season or in any climate, and that no colouring matter or injurious materials were used in obtaining the highly polished, mirror-like surface, hammered or rock surface, which are natural colours of the granite.

Sunset Memorial & Stone Ltd. further guarantees to replace, free of all expenses, to the original purchaser, to any subsequent owner of the columbaria, or to the cemetery in which the columbaria is located, any part or parts of the columbarium covered by this certificate, that may develop imperfections, as indicated herein, for a period of *ten (10) years* on parts and workmanship, and *lifetime* on granite from the date of purchase of the columbarium.

Sunset Memorial & Stone Ltd.

President _____

SAMPLE ONLY

Note: This warranty will not cover acts of vandalism or inadvertent damage caused by cemetery operations (ex. rock chips caused by grass cutters).