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Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless
otherwise indicated, all other terms and conditions of
the Offer remain the same.

Ce document est par la présente révisé; sauf
indication contraire, les modalités de l'offre demeurent
les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada -
Pacific Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

Title - Sujet Funeral Services	
Solicitation No. - N° de l'invitation 21801-200071/B	Date 2020-08-28
Client Reference No. - N° de référence du client 21801-200071	Amendment No. - N° modif. 002
File No. - N° de dossier VAN-0-43053 (592)	CCC No./N° CCC - FMS No./N° VME
GETS Reference No. - N° de référence de SEAG PW-\$VAN-592-8819	
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale 2020-08-21	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-09-02	
Address Enquiries to: - Adresser toutes questions à: Leboeuf, Thomas	Buyer Id - Id de l'acheteur van592
Telephone No. - N° de téléphone (604) 671-2613 ()	FAX No. - N° de FAX () -
Delivery Required - Livraison exigée	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required	Yes - Oui	No - Non
Accusé de réception requis	<input type="checkbox"/>	<input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

AMENDMENT 002:

This amendment is raised in order to extend the closing date, modify the Basis of Payment, modify the Statement of Requirement and to publish a Question and Answer section:

1. On the Cover Pager under Solicitation Closes:

DELETE: 2020-08-28

INSERT: 2020-09-02

2. At page 18 of the RFSO under section "7.5 Payment" Subsection "7.5.1 Basis of Payment"

DELETE: Clause "7.5.1 Basis of Payment" in its entirety

INSERT:

7.5.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in section 2.2 Tasks subsection 2 and 3 of the Statement Requirement in Annex "A" :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.5.2 Basis of Payment – Fixed Fee

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work for line item 1, in accordance with Contract Cost Principles 1031-2, as determined by a government audit, plus a fixed fee of \$_____. The results and findings of the government's audit will be conclusive.

3. At page 20 of the RFSO:

DELETE: Annex "A" – Statement of Requirement in its entirety

INSERT: The Annex "A" – Statement of Requirement found below

4. At page 23 of the RFSO:

DELETE: Annex "B" – Basis of Payment in its entirety

INSERT: Annex "B" – Basis of Payment found below

5. Please find the Q&A Below:

Question #1:

I had asked you if the client would be purchasing the cemetery plots themselves when required for full body burial or cremated remains burial, as well as the opening and closing fees. This would be difficult to average out as each cemetery have different fees and varying costs. If required at the time of need I would be willing to help arrange the cemetery for the client. This was not mentioned directly in the tender. The cemetery will charge a fee for the following: Grave (Burial for casket or urn) Open and close the grave (dig and refill) there are costs associated with both of the above items. Each cemetery have varying costs.

Answer to Question #1:

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Please see the Basis of Payment (BOP). The BOP has been reworded to include the plots and the opening/closing fees in the ground burial and cremation burial service fees. As each cemetery may have different fees, the Basis of Payment has been revised so that the charge for these services is the cemetery charge, plus the service fee for the Offeror. The offeror will determine their service fee.

Question #2:

The question was that since the lowering device is part of any burial service and is provided by the cemetery, does this line need to be included in the BOP? The offeror has no way to price this item. The offeror also noted that there may be confusion regarding the definition of Burial Box. The offeror noted that a burial box is a cement box in the ground and that we were likely referring to a shipping crate which is usually charged at cost. Could we clarify what we are looking for? There is no way you could ship a burial box, the offeror said.

Answer to Question #2:

The additional option of the lower device will be removed from the Basis of Payment, as this will be included in the ground burial service fee. The additional option of the burial box will be removed from the Basis of Payment, as this is will be included in the ground burial service fee.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

ANNEX "A" Statement of Requirement CARE OF REMAINS AND FUNERAL SERVICES

1.0 Scope

1.1 Objective:

Provide all labour, materials, equipment and supervision required for indigent funeral services, including burials or cremations and grave markers "as and when requested", for the Correctional Services of Canada (CSC) in the Pacific Region in accordance with applicable legislation and bylaws.

Certain circumstances may require CSC be responsible for a portion of the service or material, and the next of kin responsible for the remainder.

Cremation and Burial Services must be offered in a variety of religious/spiritual backgrounds.

1.2 Background:

As CSC's mandate and mission is to care for inmates, when an inmate passes away the CSC has responsibilities with regards to the body of the deceased. Where the body of a deceased inmate is claimed by the inmate's emergency contact or next of kin, the CSC must arrange for the body to be transported to a funeral home in the person's or next of kin's hometown. In some instances, CSC may assume responsibility for all or part of the costs of the funeral in the hometown of the inmate or of the person who claims the body.

Where the body of a deceased inmate is not claimed, the CSC must arrange for the body to be buried, cremated or otherwise dealt with.

As the previous Standing Offer (SO) has expired, CSC is looking to award a new Standing Offer for funeral services.

In the previous RFSO, only one SO was awarded for all of British Columbia, but for this RFSO two SOs will be awarded. One for each of the geographical areas: Lower Mainland and Vancouver Island.

2.0 Requirements

2.1 Scope of Work:

Services required for cremation or burial, including but not limited to administrative services, registration of death, body removal, and required merchandise.

2.2 Tasks:

1. The contractor must provide the following services, as requested:

a) Cremation, including:

- Internment at municipal cemetery or Indigenous Reserve closest to the releasing institution (District of Kent, Chilliwack, Abbotsford, Mission, or Metchosin), including creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws using the most economical option commonly available; or
- Transportation of ashes to a funeral home as identified by the site authority; or
- Release of ashes to family member identified by the site authority; or
- Disposal of ashes in accordance with provincial legislation/requirements;
- Cremation service includes, but is not limited to:
 - I. the plot, including opening and closing costs;
 - II. the urn;
 - III. administration, including registration of death;
 - IV. body removal;
 - V. required merchandise.

b) Burial, including:

- Internment at municipal cemetery or Indigenous Reserve closest to the releasing institution (District of Kent, Chilliwack, Abbotsford, Mission, or Metchosin), including creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws using the most economical option commonly available; or
- Transportation of body to a funeral home as identified by site authority, which may include transportation by air to another province;
- Burial service includes, but is not limited to:
 - I. the plot, including opening and closing costs;
 - II. the casket;
 - III. administration, including registration of death;
 - IV. body removal;
 - V. required merchandise.

2. The contractor must provide the Death Certificate to the site authority.

3. The contractor must provide the following Additional Items, if and when requested:

- a) Embalming services (mandatory, if viewing is to take place);
- b) Venue for service, including: music, hearse, and staff required;
- c) Cremation and certificate, including the use of a disposable urn;
- d) Ceremonial urn, using the most economical option commonly available;
- e) Plastic body bag;
- f) Creating and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institution (District of Kent, Chilliwack, Abbotsford, Mission, or Metchosin);
- g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box);
- h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).

Please note: the above noted additional items may be purchased by CSC when CSC is only responsible for part of the costs of the burial or cremation.

4. The contractor must ensure that the venue for service is accessible.

2.3 Deliverables:

The contractor must deliver the services identified in each call-up. The delivery address will be identified in the call-up but is among those listed in Annex "C".

2.4 Constraints:

- The contractor must follow all local burial rules.
- The contractor needs to provide all documents in English.
- The contractor must provide for their own travel and board.

2.5 Support provided by Canada:

The site authority will provide inmate information required to complete the death certificate including full name, sex, date of death, age, and place of birth. The site authority will normally provide the location of

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death, but the funeral home may be required to contact the Coroners Service directly to attain this information.

2.6 Timeframe and Delivery Dates:

The site authority will advise the funeral home when the remains are to be released by the Coroner. Services must be provided within five (5) days of notification of release.

2.7 Contractor Qualifications:

The contractor must have at least five years of experience in providing the services identified in the tasks section of this annex.

ANNEX "B" - BASIS OF PAYMENT

Geographical Area: Lower Mainland

1.0 Contract Period (September 1, 2020 to August 31, 2022)

For the provision of services as described in Annex "A" Statement of Requirement, and in accordance to the resulting Call-up the Offeror will be paid all-inclusive firm unit prices stated below, Applicable Taxes extra, F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
2. Death Certificate	\$ _____/each	
3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$ _____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$ _____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$ _____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$ _____/each	
e) Plastic Body Bag	\$ _____/each	
f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosisin)	\$ _____/lot	

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g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	\$ at cost	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	\$ at cost	
	Total:	

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 7.4.2 Extension of Standing Offer, for the provision of services as described in Annex "A" Statement of Requirement, and in accordance to the resulting Call-up the Offeror will be paid all-inclusive firm unit prices stated below, Applicable Taxes extra, F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Option Year 1: September 1, 2022 to August 31, 2023

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$/_____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$/_____/each	
2. Death Certificate	\$/_____/each	
3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$/_____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$/_____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$/_____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$/_____/each	
e) Plastic Body Bag	\$/_____/each	

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f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____/lot	
g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	\$ at cost	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	\$ at cost	
		Total:

Option Year 2: September 1, 2023 to August 31, 2024

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
2. Death Certificate	\$ _____/each	
3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$ _____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$ _____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$ _____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$ _____/each	
e) Plastic Body Bag	\$ _____/each	

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f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____/lot	
g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	\$ at cost	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	\$ at cost	
		Total:

Option Year 3: September 1, 2024 to August 31, 2025

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
2. Death Certificate	\$ _____/each	
3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$ _____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$ _____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$ _____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$ _____/each	
e) Plastic Body Bag	\$ _____/each	

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f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____/lot	
g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	<u>\$ at cost</u>	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	<u>\$ at cost</u>	
		Total:

Geographical Area: Vancouver Island

1.0 Contract Period (September 1, 2020 to August 31, 2022)

For the provision of services as described in Annex "A" Statement of Requirement, and in accordance to the resulting Call-up the Offeror will be paid all-inclusive firm unit prices stated below, Applicable Taxes extra, F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$/_____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$/_____/each	
2. Death Certificate		
	\$/_____/each	
3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$/_____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$/_____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$/_____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$/_____/each	
e) Plastic Body Bag	\$/_____/each	
f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$/_____/lot	
g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	<u>\$ at cost</u>	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	<u>\$ at cost</u>	

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		Total:

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 7.4.2 Extension of Standing Offer, for the provision of services as described in Annex "A" Statement of Requirement, and in accordance to the resulting Call-up the Offeror will be paid all-inclusive firm unit prices stated below, Applicable Taxes extra, F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Option Year 1: September 1, 2022 to August 31, 2023

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$/_____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$/_____/each	
2. Death Certificate		
	\$_____/each	
3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$_____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$_____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$_____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$_____/each	
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f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____/lot	
g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	\$ at cost	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	\$ at cost	
	Total:	

Option Year 2: September 1, 2023 to August 31, 2024

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
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3. Additional Items, if and when requested:		
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b) Venue for Service, including: music, hearse, and staff required	\$ _____/lot	
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d) Ceremonial Urn, using the most economical option commonly available	\$ _____/each	
e) Plastic Body Bag	\$ _____/each	

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g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	\$ at cost	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	\$ at cost	
		Total:

Option Year 3: September 1, 2024 to August 31, 2025

Resource Category	Firm unit or lot price	Total
1. Service required for Cremation or Ground Burial:		
a) Cremation Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the urn; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
b) Ground Burial Service (Cemetery fee, plus Contractor's service fee) Includes, but is not limited to: the plot, including opening and closing costs; the casket; administration, including registration of death; body removal; required merchandise.	Cemetery fee at cost + \$ _____/each	
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3. Additional Items, if and when requested:		
a) Embalming services (mandatory, if viewing is to take place)	\$ _____/lot	
b) Venue for Service, including: music, hearse, and staff required	\$ _____/lot	
c) Cremation and certificate, including the use of a disposable urn	\$ _____/lot	
d) Ceremonial Urn, using the most economical option commonly available	\$ _____/each	
e) Plastic Body Bag	\$ _____/each	

Standing Offer No. - N° de l'invitation
21801-200071/001/VAN
Client Ref. No. - N° de réf. du client
21801-200071

Amd. No. - N° de la modif.
002
File No. - N° du dossier
VAN-0-43053

Buyer ID - Id de l'acheteur
VAN592
CCC No./N° CCC - FMS No./N° VME

f) Creation and placement of a grave marker with the deceased person's name, date of birth, and date of death, in accordance with applicable cemetery bylaws and using the most economical option commonly available, at the municipal cemetery closest to the releasing institutions (District of Kent, Chilliwack, Abbotsford, Mission or Metchosin)	\$ _____/lot	
g) Transportation of body (by ground or air from funeral home to destination as determined by CSC, including shipping box).	<u>\$ at cost</u>	
h) Transportation of cremated remains (by ground or air from funeral home to destination as determined by CSC, including urn).	<u>\$ at cost</u>	
	Total:	