

# SHIRLAND TOWNSHIP

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## CEMETERY MAINTENANCE

**2020**

# SHIRLAND TOWNSHIP

## CEMETERIES

### 2020 ANNUAL MOWING BID OUTLINE

Scope of work:

Provide weekly mowing and basic maintenance at the Shirland Township Cemetery for the 2020 season.

Duties include:

1. Weekly mowing (April 15<sup>th</sup> 2020 –November 15<sup>th</sup> 2020) of all the turf areas in and around the grounds of the Shirland Township Cemetery.  
\$\_\_\_\_\_.

  - a. Provide all mowing and line trimming within all areas of the Shirland Township Cemetery.
  - b. Areas with long discarded grass must be vacuumed or double cut to achieve a professional appearance.
  - c. Pick up and discard any trash.
  - d. Be respectful of any grave dressings and adjust as needed according to season.
  - e. Pick up and discard sticks or lawn debris that prohibits proper mowing maintenance.
  - f. Blow lawn debris from all grave markers and hard surfaces.

2. Spring clean up. This must be completed before April 15<sup>th</sup> 2020.  
\$\_\_\_\_\_.

  - a. Blow and mulch or vacuum leaves from all turf areas.
  - b. Clean up sticks, pine cones, and seasonal grave dressings throughout the properties.

3. Fall clean up. This must be completed before November 15<sup>th</sup> 2020.  
\$\_\_\_\_\_.

  - a. Blow and mulch or vacuum leaves from all turf areas.
  - b. Discard all seasonal grave dressings.

**Evaluation Process**

Once all the bids are opened, read, and recorded as being on time and in the requested format, the public opening shall end and the bids shall be evaluated for compliance with product and/or work specifications. Products and/or work defined in the bid submittal documents meeting or exceeding the minimum project specifications shall be considered for the award of this contract. The lowest responsive and responsible bid from among only those bids so considered shall be awarded the contract for this IFB (Invitation for Bids).

**Rejection of Bids**

The right is reserved to accept any bid or to reject any and all bids.

**Prohibited Interests**

No member, officer, or employee of Shirland Township with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

**Contract Changes**

Any proposed changes in this contract shall be submitted to Shirland Township in writing for Shirland Township's prior approval. Any work performed by the contractor prior to formal approval of a change in this contract shall be done at the expense of the contractor and shall not be eligible for reimbursement to the contractor.

**Execution of Contract**

Once Shirland Township's Board of Trustees approve the award, the Township will send the contract for this work to the successful bidder for execution within five working days after receiving that document.

**Qualifications**

The vendor is qualified to provide the services to be furnished under this agreement. All personnel engaged in the work shall be qualified and so permitted to do the work they perform.

**Terms of Agreement**

This agreement shall be effective for one (1) year, beginning April 15<sup>th</sup> 2020 to November 15<sup>th</sup> 2020.

**Cooperation with Other Consultants**

The contractor agrees to cooperate with any other consultant and/or contractor retained by Shirland Township.

**Contract Amendment**

Shirland Township and the contractor agree that no change or modifications to this agreement, or any exhibits or attachments hereto, shall be of any force or effect unless amendment is dated, reduced to writing, executed by Shirland Township and the contractor, and attached to and made a part of this agreement. No work shall be commenced and no costs or obligations incurred in consequence of any amendment to this agreement or any attachment hereto unless and until such amendment had been executed and made a part of this agreement.

**Insurance**

Coverage provided to Shirland Township shall be a minimum of \$1,000,000 comprehensive General Liability Bodily Injury/Property Damage.

Each certificate of Insurance shall provide that the insurer must give Shirland Township at least thirty (30) days prior written notice of cancellation and termination of Shirland Township’s coverage there under. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the contractor shall supply Shirland Township with a new and replacement Certificate of Insurance and additional insured endorsement as proof of renewal of said original policy. Said new and replacement similarly endorsed in favor of Shirland Township as set forth above.

Additionally, and prior to commencement of the work, the contractor shall provide Shirland Township with a Certificate of Insurance showing liability insurance coverage for contractor and any employees, agents, or subcontractors for any workers’ compensations, Employer’s liability, automobile liability, umbrella/excess liability, and professional liability. In the event any of these policies are terminated,

Certificates of Insurance showing replacement coverage shall be provided to Shirland Township. Coverage shall be no less than the following:

Worker’s Compensation and Employer’s Liability Insurance: as required by law and affording thirty (30) days written notice to vender prior to cancellation or non-renewal, providing coverage of not less than \$500,000 for bodily injury caused by accident.

**Termination of contract**

The Shirland Township reserves the right to terminate this contract agreement with written notice anytime the services provided are not to the expectations of the Shirland Township.

**BID DUE DATE**

Sealed bids must be dropped off in the Shirland Township office by January 1<sup>st</sup> 2020 at 3:00 pm. No exceptions.

All bids will be opened and may be awarded at the regular Shirland Township monthly meeting held in January.

Should the undersigned be awarded this contract for service, the undersigned is fully prepared to execute the contract in the time defined by this outline and will abide by all terms therein.

**Notices**

All notices or communications pertaining to this agreement shall be in writing and shall be sufficient when mailed or delivered to the address specified below:

To Shirland Township:

To Contractor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contract Form**

**Shirland Township Cemetery Maintenance**

**2020**

**Total proposed annual lump sum cost for all above services. \$\_\_\_\_\_.**

Shirland Township requests the option to extend this contract for two (2) years.

Initial. Yes \_\_\_\_\_ No \_\_\_\_\_

Shirland Township:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_