

REQUEST FOR BIDS FOR CEMETERY MOWING AND MAINTENANCE

The City of Cherryvale, Montgomery County, Kansas, is requesting bids for professional services to provide mowing and maintenance of Fairview Cemetery, Cherryvale, Kansas.

Qualifications:

Bids will be accepted only from qualified contractors with experience and competency in mowing, groundskeeping, and maintenance. Successful bidders will be required to maintain a valid business license with the City of Cherryvale, Kansas.

Term of Contract:

The term of the contract for the services requested is one year. That term will begin April 1, 2025 and shall continue through March 31, 2026, unless terminated by the City. Payment on the contract will be made to the successful bidder in monthly installments, beginning May 1, 2025 and continuing on the first of each month thereafter, unless the contract terminated by the City.

Termination of Contract:

Upon thirty (30) days notice, the City, in its sole discretion, may terminate Contractor's agreement with the City in the event City determines Contractor has failed to satisfy the requirements set forth herein. In the event of such termination, Contractor shall be entitled to a day-for-day pro rata share of the bid amount accepted by the City, and upon payment of such pro rata share neither party shall have any further obligations related to the bid; provided, however, that Contractor shall remain liable for any property damage, injuries, or other liabilities caused by Contractor or its employees, subcontractors or agents.

Nature of Services:

Fairview Cemetery – Contractor shall maintain all cemetery grounds located at 5040 CR 5700, Cherryvale, Montgomery County, Kansas, commonly referred to as Fairview Cemetery. Such area shall include, but not be limited to, all areas within the property occupied by grave sites, grass roadways, and ditches. The total area of service is approximately 31.12 acres.

Services To Be Provided:

Services by the Contractor shall include the following year-round:

- A. Mowing of all mowable areas during the growing season in order to maintain a grass height no to exceed three (3) inches, and not less than two and one-half (2.5) inches. The typical growing season will extend from March 1st though October 31; provided, however, the Contractor shall maintain the grass height set forth above regardless of the typical mowing season.
- B. Trimming around all gravestones, markers, walls, buildings, trees, or other obstacles, within the cemetery so that vegetation around such obstacles does not exceed a height of three (3) inches. This shall include removal of any grass clippings or other debris from the tops of gravestones and markers.
- C. Removal of fallen limbs, leaves and other debris or garbage.
- D. Removal of trees, brush, leaves, limbs, or other debris from and around grave markers and headstones.
- E. Removal of old and unsightly floral arrangements, but only those located in areas that must be mowed and/or trimmed.
- F. Removal of all trimmings from the cemetery, including but not limited to grass trimmings and trimmings from trees, brush or other foliage. Trimmings from the cemetery may be mulched on site only upon approval of the City Administrator and provided such mulch and the site are properly maintained. In no event shall grass clippings or other debris be mowed or blowing into any street, road, or highway.

The Contractor shall furnish all labor, materials, tools, and equipment in order to satisfy the terms and obligations of the bid and the related cemetery mowing, trimming, groundskeeping, and maintenance. Contractor and all of Contractor's employees, subcontractors, and agents shall at all times wear high visibility reflective safety vests, jackets, or shirts while operating within any road right-of-way.

Independent Contractor Status:

The Contractor shall not be considered an agent or employee of the City of Cherryvale for any purpose and shall be deemed at all times to be an independent contractor of the City. The Contractor shall be solely responsible and liable for any injury to persons, employees, and property of the Contractors, other persons or entities, and the property of others.

Insurance:

The Contractor shall maintain contractor's liability insurance in the amount of \$500,000.00 per claimant and \$1,000,000.00 per occurrence for all services outlined herein. A certificate of insurance shall be submitted to the City for the term of the contract on or before April 1, 2025. Failure to submit a certificate of insurance, or cancellation of such insurance without prompt replacement, will be cause for immediate termination of the contract. The Contractor shall also maintain worker's compensation insurance in such amount as is required by law, unless a different amount is required by the Cherryvale City Council in its sole discretion. Written proof of the liability insurance and worker's compensation insurance required herein shall be attached to the bid.

Bid Criteria:

Bids should include qualifications, previous experience, three references, the staff and equipment Contractor anticipates utilizing, and the annual cost/total bid amount of services to be provided by Contractor. When submitting their bid, all bidders shall use the "Cemetery Mowing and Maintenance Bid Form" provided by the City.

Bid Procedure:

Bids shall be submitted in a sealed envelope clearly marked "2025-2026 Cemetery Mowing and Maintenance Bid" to avoid premature opening of the bid. Failure to submit a sealed bid as requested may cause the bid to not be considered during official opening. Sealed bids clearly marked as set forth herein shall be mailed or personally delivered to the Cherryvale City Administrator at 123 W. Main Street, Cherryvale, Montgomery County, Kansas.

Sealed bids will be accepted until 3:00p.m. CST, on the 31st day of March 2025. Bids not submitted pursuant to this procedure may be rejected. All bids received after the stated date and time will be returned unopened to the bidder. Sealed bids will be opened and publicly read by the Cherryvale City Council at 5:00 p.m. CST, March 31st, 2025 in the City Council Room at 123 W. Main Street, Cherryvale, Kansas. The Cherryvale City Council reserves the right to select and or to reject any or all sealed bids received and/or waive any irregularities therein. For additional information, please contact the Cherryvale City Administrator at 620-336-2776.

CEMETARY MOWING AND MAINTENANCE BID FORM

Contractor Name: _____

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

ANNUAL COST/TOTAL BID AMOUNT:

Qualifications:

Previous Experience:

Staff and Equipment To Be Utilized:

Bidders shall attach to this bid form a copy of the liability insurance and worker's compensation insurance coverage required by the Request for Bids For Cemetery Mowing and Maintenance.

Bid Proposals shall be sealed and delivered to:

City of Cherryvale
c/o City Administrator
123 W. Main Street
Cherryvale, Kansas 67335

Bids must be received on or before **March 31st, 2025 at 3:00 p.m.** Questions may be directed to Michael Hall at 620-336-2776.

By signing below, I represent and affirm that I have read and understood the "Request for Bids For Cemetery Mowing and Maintenance" and agree to abide by the terms and conditions thereof.

Company Name, if applicable

Date: _____

Printed Name

Signature