

Riverside Cemetery
Village of Elsie
125 W. Main St. P.O. Box 408, Elsie MI 48831

Ph. 989-862-4273

Fax: 989-862-5287

[Email: manager@elsie.org](mailto:manager@elsie.org)

Lawn Care Contract Specifications

Mowing: The single most damaging lawn cutting activity in cemeteries is to headstones and markers. It is critical that lawn Care is done in a manner that protects the headstones, markers, monuments, shrubs, trees and fencing, and should be done with great care.

Areas to include:

- * Begin mowing grass as soon as it becomes needed. Mowing heights to be maintained at 3 inches and avoid excessive clippings and wind rows. We suggest if possible the mowing be after Wednesday of each week so the cemetery looks nice for the weekend visitor.
- * Contractor shall be responsible for removing grass clipping from headstones, markers, sidewalks, and drives. Mulching blades and or shields that direct the grass clipping into the ground is required.
- * It should be understood that mowing is not expected each week, only depending on the growth of the grass. We do however expect that the cemetery looks cared for at all times. Especially Memorial Day Weekend (May 27th - May 29th) when families visit the graves of their loved ones.
- * Fallen branches, sticks and brush can be moved near shed or dumpster.
- * Leaf clean-up may be mulched or taken to the village landfill.
- * Trash in cemetery and bank should be picked up and put in Trash Containers provided.
(Please Do Not Mow over Trash)

Note: All equipment tools and rubbish collected by work of any kind must be cleaned up and removed by the parties employed on that work at end of day, and the grounds left in good order. All work must be done during the working hours of the Cemetery; Sunup to Sundown.

Riverside Cemetery
Village of Elsie
125 W. Main St. P.O. Box 408, Elsie MI 48831

Ph. 989-862-4273

Fax: 989-862-5287

[Email: manager@elsie.org](mailto:manager@elsie.org)

Lawn Mowing Bid Form

Please Attach and Ensure your Quote includes:

Company Name: _____

Company Address: _____

Contact Person: _____

Title: _____

Telephone: _____

References: All new responses should include a list of references with contact names and telephone numbers.

I agree to accept **payment** for this contract in three equal installments beginning **April 15th, July 15,** and ending **October 15**. These payments will be made timely with the Riverside Cemetery accounts payable warrants. You must keep your address up-dated at the office.

If my company is selected as the winning bidder, we have or can obtain the necessary personnel and equipment to perform all of the tasks specified and required in the lawn mowing bid specifications. The mowing equipment will be in good condition with blades sharpened to insure a neat, clean cut.

My company will be responsible for all damages incurred while working on site, can provide written proof of liability and worker's compensation insurance to the Village before the start of the contracted work.

I agree to care and maintain the grounds as specified in the above Lawncare Contract Specifications and will Assume all of the Risks of this contract. I Indemnify, Hold Harmless, and Promise Not To Sue the entities or persons of the Village of Elsie.

I agree to care and maintain the grounds with the following modifications (if any): _____

The contract term is for one season period, beginning in **April through leaf clean-up November (IF LEAF CLEAN UP IS ACCEPTED)**. The contract may be canceled by either party without cause with 30-days written notification. Upon such cancellation the Contractor remains responsible for any damages. I agree to above terms.

Title: _____ Signed: _____ Fee: \$ _____

Date: _____ Print name: _____ Season: (year): 2020

Riverside Cemetery
Village of Elsie
125 W. Main St. P.O. Box 408, Elsie MI 48831

Ph. 989-862-4273

Fax: 989-862-5287

[Email: manager@elsie.org](mailto:manager@elsie.org)

GENERAL INFORMATION FOR BIDDERS

Bids will be received by the Village of Elsie (hereinafter called the “VILLAGE”), at 125 W. Main St. , P.O. Box 408, Elsie, Michigan 48831 until **MONDAY, January 10, 2020 at 5:00pm.**

Each Bid must be submitted in a sealed envelope, addressed to the VILLAGE MANAGER, P.O. Box 408, Elsie, MI 48831. If bid is e-mailed or faxed, these will be placed in an envelope and sealed. Each sealed envelope should bear on the outside the name of the BIDDER and address. If forwarded by mail, the sealed envelope containing the Bid must be enclosed in another envelope addressed to the VILLAGE.

All Bids must be made on the required BID PROPOSAL FORM. All blank spaces for bid prices must be filled in, in ink or typewritten, and the Bid form must be fully completed and executed when submitted. Only one (1) copy of the Bid Form is required.

The VILLAGE may waive any informalities or minor defects or reject any and all Bids. Any Bid may be withdrawn prior to the above scheduled time for the opening of Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. No Bidder may withdraw a Bid within sixty (60) days after the actual date of the opening thereof. Should there be a reason why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the Village and the Bidder.

The CONTRACT DOCUMENTS contain the provisions for the Cemetery Lawncare of the CONTRACT.

No contract exists between the Village and any Bidder until such time as a written contract is executed by both parties.

SPECIAL INFORMATION FOR BIDDERS

Bidder must satisfy themselves of the accuracy of the number of mowing and trimming sessions in their proposal by examination of the cemetery. The BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

Riverside Cemetery
Village of Elsie
125 W. Main St. P.O. Box 408, Elsie MI 48831

Ph. 989-862-4273

Fax: 989-862-5287

[Email: manager@elsie.org](mailto:manager@elsie.org)

BID PROPOSAL

Proposal of _____

(Hereinafter called the CONTRACTOR) organized and existing under the laws of the State of Michigan doing business as a _____;

To the Village of Elsie (hereinafter called the VILLAGE);

In compliance with the ADVERTISEMENTS FOR BIDS, BIDDER hereby proposes to perform all work for the completion of the CEMETERY LAWN CARE for the VILLAGE in strict accordance with the CONTRACT DOCUMENTS, within the time set forth herein, and at the prices stated.

By submission of this BID each BIDDER certifies that this bid had been arrived at independently, without consultation, communication or agreement as to any matter relation to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence work under this CONTRACT agreement on or before a date to be specified in the NOTICE TO PROCEED and to complete the stated work within the time frame stated below.

Completion of CEMETERY LAWN CARE for the period beginning APRIL 1, 2020 and ending NOVEMBER 15, 2020.

BIDDER agrees to perform all work described in the CONTRACT AGREEMENT for the following prices:

Riverside Cemetery
Village of Elsie
125 W. Main St. P.O. Box 408, Elsie MI 48831

Ph. 989-862-4273

Fax: 989-862-5287

[Email: manager@elsie.org](mailto:manager@elsie.org)

CEMETERY LAWNCARE BID SHEET

Estimated 20 mowings _____

Estimated 14 trimming sessions _____

Leaf removal Oct. 1st to either first snow, or Nov. 15th _____

SIGNATURE

ADDRESS

TITLE

DATE