

# Vergennes Township Cemeteries

## Mowing Service & Landscape Maintenance

### Request for Proposal

### 2020 Lawn Care Season

Vergennes Township, Kent County, Michigan, is requesting proposals from qualified contractors for lawn maintenance to be provided at four township cemeteries for the 2020 lawn care season.

#### **Township Cemetery locations:**

- **Bailey** – corner of Bailey Dr. and Parnell Ave.
- **Krum Blanding**- on south side of Vergennes St., between Cumberland Ave. and Parnell Ave.
- **Foxes**- On east side of Lincoln Lake Rd, south of Vergennes Rd.
- **Fallas**- Covered Bridge at McPherson

Vergennes Township reserves the right to waive any informality in the request for proposals, to reject any or all proposals; and to award the contract in a manner which it considers to be in the best interest of the township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

**Scope of Services:** The contractor shall provide lawn care and landscape services as outlined below:

1. Spring clean-up: rake and remove leaves, pine cones, limbs, sticks, and any other debris as soon as weather allows.
2. Mow lawn area between monuments and trim around monuments and under fences each time lawn is mowed.
3. Mow bank or ditch between cemetery and road.
4. Keep vines and any other weeds off all fences. Trim shrubbery and trees where necessary to allow mowing.
5. Mowing at Bailey Cemetery shall be done every 7-14 days, "as needed" basis during the entire season and/or deemed necessary by the Township.
6. Mowing at Foxes, Fallas and Krum Cemeteries shall be done every-other week as needed during the entire season and/or deemed necessary by the Township.
7. Mowing schedule for all cemeteries shall be tailored to be completed JUST before the following spring/summer holidays:
  - Mother's Day
  - Memorial Day
  - Father's Day
  - Independence Day
8. Fall clean-up: rake and remove leaves, pine cones, limbs, sticks, and any other debris as soon as weather allows.
9. Contractor to provide its own equipment, labor and supplies necessary to fulfill the above duties and responsibilities.
10. The prices submitted should be calculated on **BOTH** a "per-service" and "seasonal" price.

#### **Insurance Liability**

The contractor shall carry comprehensive general liability and workman's comp., and property damage insurance, and after contract is awarded, identify Vergennes Township as an additional insured party on your policies for the duration of the contract. You must supply a copy of said insurance to the Clerk prior to providing any service for the Township.

Contractors are responsible at all times for any damage to or movement or dislocation of any monument during the mowing process. Any damage or repairs will be submitted to your insurance carrier. Contractors are also

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responsible for replacement of flowers cut off by careless use of cutting equipment. (Guidelines of planting are listed in the Township's Cemetery Ordinance.)

The township must receive prior notification and approve the use of any subcontractor.

**Deadline for Submission**

To be considered, proposals must be submitted to, and be on file with the Vergennes Township Clerk on or before November 18, 2019 at 3 pm. Lawn care bids will be reviewed at the November 18, 2019 regular board meeting.

All bids should be submitted to:

Heather Hoffman, Clerk

Vergennes Township

PO Box 208

10381 Bailey Drive

Lowell, MI 49331