

**City of Nicholasville
Maple Grove Cemetery
Mowing Specifications
February 2019**

INSTRUCTIONS TO BIDDERS

GENERAL: (Bidders will submit their bids upon the following express conditions)

- A. Bidders will thoroughly examine the specifications, supplemental conditions, and all other bid documents.
- B. Bidders will make all investigations necessary to thoroughly inform themselves regarding performance of services as required by the bid documents. No plea of ignorance as a result of failure to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City.
- C. If a bidder needs clarification of the bid documents, bidder must submit a written request to the Purchasing Agent. A request for clarification must be in writing and received by the Purchasing Agent, no later than (4) days prior to the scheduled bid opening.

SUBMISSION OF BIDS:

- A. All bid proposals shall be enclosed in sealed envelopes and submitted to the City of Nicholasville, 517 North Main Street, Nicholasville, Kentucky 40356, Pauline Horsley, Purchasing Agent. The name and address of the bidder, date of the bid opening and the bid name will be shown on the outside of the envelope. **All Bids must be in City Hall on February 12, 2019, 11:00 a.m. which at that time will be opened and read aloud.**
- B. Bidders agree that the price will remain firm and subject to acceptance by the City for a period of 60 calendar days from the bid opening date.
- C. Bids received after the time set for the bid opening will not be considered.

CONDITIONS OF THIS PROPOSAL:

1. **Contract Period:**
Contract will be for a (1) one year period (a complete mowing season). Contract may be extended for (3) three (1) year extensions each provided both parties agree. During extension of the contract, these cost figures may be changed with the mutual agreement between the City of Nicholasville and the Contractor.
2. **Contractor Experience/References:**
Each interested Contractor shall have at least (3) three years experience in the commercial lawn service business. Contractor shall provide at least (3) three references.
3. **Frequency of Service:**
Contractor to schedule mowing/weed eating on a weekly basis, service to be done on one day, unless directed by the Cemetery Superintendent or his designee to alter regular weekly schedule due to weather conditions. (July, August, September, October) may not require a weekly cutting. Contractor to contact Cemetery Superintendent for direction during dry or drought period.
4. **Mowing Season Tentative Dates:**

Starting Date: Approximate Mid March 2019
Ending Date: Approximate Mid October 2019
5. **Access to Maple Grove Cemetery:**
Access to Cemetery shall be permitted anytime between daylight and dark Monday through Friday. **With the exception during Burial's Mowing shall not be permitted on Saturday, Sundays or Holidays.**
6. **Invoicing and Payment:**
Invoicing shall be sent monthly with net 30.

7. **Equipment:**
Contractor shall own or have leased all necessary mowers/weed eaters and supply all gas, oil and Etc. to maintain mowing services. Contractor shall provide inventory list of all equipment owned or leased by the Contractor and provide list to the City of Nicholasville with bid proposal. Equipment shall be of Commercial Grade to be considered as approved equipment (rear discharge mowers). **Residential Grade Equipment will not be considered in awarding of this contract.**
8. **Supervision:**
Contractor shall have one individual designated as the supervisor of the crew at all times while on Cemetery property. A list of all supervisors shall be provided to the Cemetery Superintendent prior to mowing.
9. **Employees:**
Contract employees, permanent or temporary, will present a neat appearance and be easily recognized while performing at Maple Grove Cemetery.
10. **Unit Prices:**
Unit price set forth in this proposal shall become a part of this contract.
11. **Liability Clause:**
Successful bidder shall furnish the following insurance certificates in full amounts required by Kentucky Statutes. All certificates shall remain up to date and on file during the duration of the contract.
Certificate of Insurance for Liability
Workmen Compensation
12. **Business License:**
Contract shall provide proof of Business License for the City of Nicholasville.
13. **Cancellation Clause:**
The service will be furnished for a period of (1) one mowing season with (3) three (1) one mowing season renewable extensions unless terminated for cause. Either party may cancel this agreement by notifying the other (30) days prior to the termination date. Contractor agrees to notify the City of Nicholasville in writing at least (30) days prior to any change in ownership or management of the company. **Contract is non-transferable or shall not be sublet.**

List at Least (3) Commercial Account References:

Name	Address	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____
	_____	_____
	_____	_____

List of Equipment: Commercial Grade

Mowers/Weed Eaters	Mfg.	Reading	Hour Meter	Owned/Leased
Description				
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

SCOPE OF WORK

COMPLETE MOWING SERVICE:

1. Contractor to Mow and Trim the entire Maple Grove Cemetery, and additional property located at Lake Street, **unless** directed by the Cemetery Superintendent to alter the scope of the complete regular weekly mowing, using the appropriate equipment. All areas around markers, driveways and parking areas shall be mowed with finish mowers. All areas around obstructions including trees, curbs, fence lines, markers and etc. shall be trimmed weekly; some areas may require a blower to remove grass clippings.

Contractor must meet with Cemetery Superintendent and Purchasing Agent prior to start of the mowing season.

BID FORM

**BID NAME: MAPLE GROVE CEMETERY MOWING/WEED EATING
CONTRACT**

**DUE DATE: February 12, 2019 at 11:00 a.m.
517 North Main Street
Nicholasville, Kentucky 40356**

MOWING/WEED EATING UNIT PRICE: _____ PER WEEK.

CONTRACTOR TO BID ON COST OF WEEKLY MOWING SERVICE.
CONTRACTOR TO SCHEDULE MOWING/WEED EATING ON A WEEKLY BASIS
UNLESS DIRECTED BY THE CEMETERY SUPERINTENDENT OR HIS
DESIGNEE TO ALTER REGULAR WEEKLY SCHEDULE DUE TO WEATHER
CONDITIONS. CONTRACTOR TO CONTACT SUPERINTENDENT FOR
DIRECTION DURING DRY OR DROUGHT PERIOD.

BIDDER NAME: _____

REPRESENTATIVE NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

SIGNATURE: _____

