

REQUEST FOR BID: Lawnmowing Services for Village of Onekama Cemeteries 1 & 2

1. **PURPOSE:** The Village of Onekama is seeking a contractor to provide lawnmowing and associated services in Village Cemetery #1 and Cemetery #2.
2. **SCOPE:** Services will be provided as follows:
 - a. **Cemeteries #1 and #2:**
 - i. **Cleanup**—Twice annually: once in the Spring between 30 March and 15 April; once in the Fall between 30 October and Veterans Day. Cleanup will consist of the following services:
 1. **Leaf Blowing**—The entire cemetery grounds in both cemeteries. Leaves may be blown into vacant adjoining grounds at the discretion of the Village Cemetery Committee.
 2. **Litter Removal**—Throughout the entire cemetery grounds in both cemeteries. Litter includes, but is not limited to: fallen branches not removed in the leaf blowing process; potted plants, live and artificial, stuffed toys, etc. placed at grave sites. Litter removed must be transported off cemetery property and disposed of at approved dump sites by the contractor.
 - ii. **Lawnmowing:** The entire grounds of both cemeteries on the following schedule:
 1. **First mowing:** Must be accomplished between 15 May and 1 June.
 2. **Second mowing:** Must be accomplished between 25 June and 4 July.
 3. **Third mowing:** Must be accomplished between 30 July and 15 August.
 4. **Fourth mowing:** Must be accomplished between 15-30 September.
 - iii. **Trimming:** Trimming around all headstones, trees, bushes, etc. in both cemeteries will be required at the time of each lawnmowing as shown in paragraph 2b i, ii, iii, and iv above.
 - iv. **Veterans Memorial Park (VMP):** A VMP is located in Cemetery 2. Cleanup, mowing and trimming in the VMP is to be accomplished as indicated in paragraph 2a i, ii, iii above.
 1. **Litter removal**—Litter in the VMP is defined differently than in the rest of cemeteries #1 and #2. The Onekama Village Cemetery Policy and Procedures Guide, approved by the Village Council in 12/2023 does not permit anything except cut flowers to be placed on the veterans' memorial plaque. Thus, the contractor is required to remove **anything**

placed on or near a memorial plaque, to include any cut flowers found at the time of mowing. VMP litter shall be disposed of by the contractor at any approved dump site.

2. **Trimming:** For clarification, each memorial plaque contained within the VMP is to be considered by the contractor to be the same as a headstone and should be trimmed around at each mowing.

3. EQUIPMENT:

- a. The contractor is responsible for providing all equipment necessary to accomplish the requirements of their contract with the Village of Onekama.
- b. The Village of Onekama IS NOT responsible for any damage to contractor's equipment during its use in accomplishing the terms of their contract with the Village of Onekama.

4. **TIME EXCLUSION:** The contractor may accomplish the required work at their convenience within the required dates except for mowing and trimming in Cemeteries 1 or 2 on the following days:

- a. Memorial Day Weekend
- b. 3, 4, and 5 July
- c. Labor Day Weekend
- d. Veterans Day

5. **LIABILITY:** The contractor is wholly responsible for any injury caused by their performance of the requirements of this contract to include the contractor's employee as well as any by-stander.

6. **QUALITY CONTROL:** The contractor shall submit a written notice to the Village Clerk within five (5) working days of completing a Cleanup or mowing and trimming as required under the provisions of their contract.

- a. The Village Clerk shall then contact a member of the Village Cemetery Committee who shall physically verify the quality of the work done by the contractor.
- b. The Cemetery Committee member shall then acknowledge on the written notice submitted by the contractor that work has been successfully completed and will sign the contractor's notice of work completed.
- c. The Village Clerk shall maintain all successfully completed work notices on file to substantiate payment.

7. **PAYMENT:** Providing all work required within the below periods of time has been successfully accomplished as described in paragraph 6 above, the contractor will invoice the village for one-third (1/3) of the contract's annual cost as follows:

- a. **Period 1:** 1 April thru 30 June—Payment will be issued by 15 July

b. **Period 2:** 1 July thru 30 August—Payment will be issued by 15 September

c. **Period 3:** 1 September thru 15 November—payment will be issued by 1 December

8. LENGTH OF CONTRACT PERIOD: This contract will be for two years from the time of issuance with the possibility of a one-year contract extension if the contractor has successfully completed all work required during the contract period.

9. BREACH OF CONTRACT: The Village of Onekama shall consider the contract breached if, during three (3) payment periods as specified in paragraph 7 above, the contractor has failed on two occasions to successfully live up to the requirements of their contract as determined by a failed quality control determination by a member of the Village Cemetery Committee. (**NOTE:** The contractor will be afforded the opportunity to correct deficiencies noted within five (5) working days of notification that their work has been considered substandard. If corrected, the noted deficiencies WILL NOT impact either their current contract or their opportunity to receive the one-year contract extension.)

10. DUE DATE OF BID: BIDS ARE DUE IN SEALED ENVELOPE AND MUST ARRIVE AT THE VILLAGE CLERK'S OFFICE NOT LATER THAN CLOSE OF BUSINESS 4 MARCH, 2024. CONTRACT AWARD DATE WILL BE NLT 11 MARCH, 2024.

11. BID FORMAT: Prospective contractors are asked to provide a separate price for their work as follows:

a. Cleanup pricing

b. Mowing pricing (this price may include costs for trimming as specified in this Request for Bid or the contractor may list trimming as a separate item)

12. QUESTIONS CONCERNING THIS REQUEST FOR BID may be addressed to:

i. Roger Burger, President, Village of Onekama: Email- president@villageofonekama.org ; Phone—231 889-3171.

ii. John Wemlinger, Village Trustee: Email- jwemlinger46@gmail.com; Phone-269 274-2637