

BARTON COUNTY MEMORIAL PARKS and CEMETERY
MOWING SERVICES PROPOSAL

Business Name	
Address	
Telephone	
Emergency Contact	
Name	
Telephone	

Proposal shall be for the 2018 mowing season, with the option to renew for two additional years.

MEMORIAL PARKS LOCATIONS

Golden Belt is located at 59 NW 50 Road, Great Bend, Kansas. Hillcrest Memorial Parks and Cemetery is located at 22 NW Road, Great Bend, Kansas. Golden Belt Memorial Park covers a ten-acre area located in the NW1/4, Section 5, T19S, R13W. Hillcrest Cemetery covers a twenty-one acres area, including Hillcrest North Addition, and is located in the SE/4, Section 32, T18S, R13W. Hillcrest North may have upright head stones erected at time of mowing. All three Memorial Parks currently have large open areas.

COUNTY NEEDS

Service Provider will be expected to:

1. The Memorial Parks / Cemeteries must be mowed and kept trimmed at least bi-weekly, maintaining a grass height no higher than 3". It is anticipated mowing will run roughly April 15 through October 31 of each year. Special consideration should be given to Memorial Day, other holidays and before funerals as requested.
2. At each mowing, growth around head stones must be trimmed. Grass around all headstones and sidewalks to be kept trimmed and neat.
3. At each mowing, grass and weeds in and around bushes and trees, as well as growth by all curbs and gutters, in the Memorial Parks / Cemeteries must be trimmed. Areas to be kept free of debris related to tall grass and other vegetation. All debris is to be picked up and properly disposed.
4. Should any headstone, statuary or other permanently fixed items be damaged during the mowing and trimming process, Service Provider must notify the County Road and Bridge Department immediately at 620.793.1816. If it is determined that the damage was caused by the inattention or carelessness of the Service Provider, it will be the responsibility of the Service Provider to pay for any needed repairs.
5. Service Provider will be required to carefully replace any (affixed) items on or around the Memorial Park / Cemetery spaces that were moved to complete mowing and trimming duties. All items that are moved are to be returned to the same positions and affixed in the same manner as the items were found.

6. Service Provider will be required to remove any decorations left on the Memorial Park / Cemetery spaces that are not affixed in any way. This to be done to facilitate proper mowing technique, and to avoid mowing of the decorations.
7. Service Provider will not be required to fertilize or provide any type of weed control at the Memorial Parks / Cemeteries.
8. In the event that Service Provider has a scheduled work period at the Memorial Parks / Cemeteries and a burial service is underway or will begin within a relatively short period of time, Service Provider will not begin work until such burial service is completed and those in attendance have left the Memorial Park / Cemetery.
9. Service Provider must have professional liability insurance certificate and general liability insurance certificate for up to \$300,000 (minimum) in coverage. Copy shall be sent with mowing proposal.
10. Service Provider must carry Workers Compensation Insurance as required to perform work detailed herein. (If applicable)
11. The successful vendor will be required to sign a form provided by the County's insurance carrier that the vendor is an independent contractor and not an employee of Barton County.
12. Barton County intends to award this bid through 2018, with an option to new for two additional years. Should the Service Provider fail to meet the requirements outlined in this document, the contract may be cancelled at any time. Should the County cancel the contract, the Service Provider will be paid for all work conducted prior to the cancelation.

PLEASE PROVIDE THREE REFERENCES

Provide references for three businesses of a similar scope to this proposal.

Name and Address of Business	Contact Person and Telephone Number	Personnel Involved

We hereby propose the following bid amount combined per year for mowing of the Golden Belt and Hillcrest Memorial Parks and Cemetery:

April 15 – October 31, 2018	Annual Cost _____
April 15 – October 31, 2019	Annual Cost _____
April 15 – October 31, 2020	Annual Cost _____

Service Provider agrees that he/she will be paid in 5 installments following the Barton County accounts payable schedule. Payment will begin approximately one month after service begins.

Please attach a copy of your professional liability insurance certificate, general liability insurance certificate and workers compensation insurance certificate (if required).

_____ (Service Provider), acknowledges that this proposal includes a bid based upon the service expectations as outlined under County needs and the information given by the Service Provider under the answer detail.

Service Provider should carefully read and strictly follow all instructions provided in this Request for Proposal. Sealed, plainly marked proposals are to be submitted to the Barton County Clerk's Office, Barton County Courthouse, 1400 Main, Room 202, Great Bend, Kansas, 67530. Proposals will be accepted until 2:00 p.m., February 28, 2018. Proposals submitted after that time will be returned unopened to firms submitting proposals late. Barton County reserves the right to reject any and or all proposals and to award in the best interest of the County.

Should you have any questions in reference to this proposal, you may contact the Road and Bridge Office at (620) 793-1816 or 620-793-1936.

Submitted By	
Print Name	
Title	
Date	