BARTON COUNTY MEMORIAL PARKS AND CEMETERY
MOWING SERVICES PROPOSAL

REQUIRED INFORMATION *Please Print*	
Business Name	
Address	
Email	
Phone	
Emergency Contact Name	
Emergency Contact Phone	

Proposal shall be for the 2027 mowing season, with the option to renew for two additional years.

MEMORIAL PARKS LOCATIONS

Golden Belt, located at 59 NW 50 Road, Great Bend, Kansas, covers a ten-acre area located in the NW/4, Section 5, T19S, R13W.

Hillcrest Memorial Parks and Cemetery is located at 22 NW Road, Great Bend, Kansas. Hillcrest Cemetery covers a twenty-one-acre 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.

Chris Schartz, County Works Director, 2401 - 7th, Great Bend, Kansas, 67530
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COUNTY NEEDS

Successful service provider will be required to meet or exceed each expectation. Please initial each requirement to indicate that you have reviewed and understand the expectation.

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 November 15 of each year. Special consideration should be given to Memorial Day, Veterans Day, Mother's Day, Father's Day 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, as well as any monuments, memorials or cemetery statues, 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.

Debris does not include any items, as allowed, affixed to markers and / or stones.

_____ 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 repairs needed.

_____ 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

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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 is to be done to facilitate proper mowing techniques, 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 2027, with an option to renew 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.

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PLEASE PROVIDE THREE REFERENCES

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

Business Name and Address 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:

Time Period	Annual Bid
April 15 – November 15, 2027	
April 15 – November 15, 2028	
April 15 – November 15, 2029	

Service Provider will be paid in seven (7) 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.

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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, Suite 202, Great Bend, Kansas, 67530. Proposals will be accepted until 2:00 p.m., Friday, December 11, 2026. 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 County Works Office at 620.793.1816.

BID ACKNOWLEDGEMENT Please print	
Submission Signature	
Print Name	
Title	
Date	

POST-BID CONFERENCE

After the closing date of this bid, all interested service providers will be required to attend an interview with the County Works Director, the Shop Foreman (who does the day to day supervision at the cemeteries), and a member of the Memorial Parks Advisory Board. At that time, expectations will be addressed and questions answered. A recommendation will be brought before the County Commission at a regularly scheduled agenda meeting.

Chris Schartz, County Works Director, will contact you with a date and time to meet in the Conference Room, Suite 101, in the Barton County Courthouse, 1400 Main, Great Bend, Kansas, for the post-bid conference.

Service providers are encouraged to ask questions relative to requirements during this session.

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