

ROSE CREST CEMETERY MOWING

BID PACKET:

- I. Invitation to Bid
- II. Bid Specifications
- III. Statement of Experience
- IV. Bid Form: Rose Crest Cemetery
- V. Map of Area to be Mowed

I. INVITATION TO BID

The City of Versailles (City) is accepting sealed bids for mowing services for 2025. Bids should be clearly marked "**Cemetery Maintenance Bid**" and must be mailed or delivered to City Hall, 196 South Main St, Versailles KY 40383. Attention "City Clerk". Bids are due no later than 10:00 a.m. EST February 21, 2025, at which time they will be publicly opened and read.

Bidder shall submit "Statement of Experience", and "Bid Form".

It is the intent of the City to award or reject Bids by March 5, 2025.

The City of Versailles reserves the right to accept any bid, to reject any or all bids, and to waive any technicality or informality in bidding or bids received, where such acceptance, rejection, or waiver is in the best interest of the city.

CONTACT: Questions related to this Bid may be submitted in writing to Assistant Public Works Director Dan Knight at dknight@versaillesky.com by 4:00 pm Monday, February 14, 2024. Relevant submitted questions and answers will be posted on the City's website by noon on February 17, 2025. The City is not responsible for any representation made by any employees regarding this Bid, verbally or in writing, other than through this process.

II. BID SPECIFICATIONS

1. Furnish manpower and professional grade equipment and maintain equipment.
2. Bidder shall have commercial mowing experience, as reflected on attached "Statement of Experience."
3. All turf areas shall be mowed to an approximate mowing height of 3 inches, as required to maintain neat, attractive and healthy conditions. Mowing frequency may vary with weather and shall be performed as often as necessary to maintain proper height while removing no more than 30% of total turf height each mowing, normally once per week during the growing season. All mowing patterns shall be periodically modified to avoid rutting.
4. All trimmings and debris shall be removed from all stones, sidewalks and roadways after each mowing.
5. Trim around all monuments, stones, urns, and other objects in cemeteries, including flowerbeds, shrubs, trees and fences. All trees, flowerbeds, and shrubs should be protected from the mower and weed eater.
6. All trees, flowerbeds, and shrubs will be protected from the mower and weed eater.
7. If stone is struck by mowing equipment, contractor shall put the stone back to the proper position. Damage to or dislocation of a stone must be reported to the Cemetery Manager immediately.
8. Working Hours: all work shall be done between 7:30 am and 7:00 pm Monday through Friday. Work shall not be done on weekends or holidays unless permission is granted by the City of Versailles (i.e. if there is unusually wet weather).
9. From the time mowing begins, it shall be completed within 24 hours.
10. Contractor and their employees shall be required to wear shirts with sleeves, and wear no offensive clothing.
11. Contractor must maintain both liability insurance with minimum of \$2,000,000 general liability coverage, \$1,000,000 per occurrence, and worker's compensation insurance for any employees hired by contractor. Contractor will be required to provide certificate of insurance with city named as additional insured before contract begins.
12. No subcontracting of the Bid allowed.
13. Contractor must maintain a valid city occupational license and remain current on submitting occupational license tax returns withheld from employees.
14. The Contractor shall assume all risks and bear any loss or losses caused by neglect, accident, or other cause until the work is complete. The Contractor will be held responsible for damages caused by them to City property and/or any adjoining property. The Contractor shall indemnify and hold harmless the City and the City's employees for injury/loss of life to persons that may occur during the commission of the contracted mowing.
15. Contract period will be for the 2025 mowing season. Contract may be extended for up to three (1) year extensions provided both parties agree.

16. Contractor must sign a written Contract with the City setting forth these terms. The contract will enable funds to be deducted when task/s are not completed or until they are completed.
17. Invoices for mowing shall be submitted to the Public Works Director and the City Clerk's office as soon as practical upon completion of each mowing. Payments will be made to the contractor on a biweekly basis throughout the mowing season.
18. Contractor will coordinate each mowing with the Cemetery Manager so that no mowing or trimming is performed during a funeral service.

Invitation to Bid

The City of Versailles is accepting sealed bids on contracts for Rose Crest Cemetery Mowing (approximately 5 acres).

Bid packets are available at Versailles.klc.org, or at Versailles City Hall between 8:00am to 5:00 pm. Monday-Thursday and 8:00am to 12:00pm on Friday. Sealed bids must be clearly marked "Cemetery Mowing Bid" and dropped off or mailed to City Clerk, City of Versailles, 196 South Main St., Versailles KY 40383. Bids must be received by 10:00 am, EST, February 21, 2025. Bids will be opened in City Hall Council Chambers at that time.

The City of Versailles reserve the right to accept any bid, to reject any or all bids, and to waive any technicality or informality in bidding or bids received, where such acceptance, rejection, or waiver is in the best interest of the City.

V. BID FORM: ROSE CREST CEMETRY MOWING

In compliance with the Invitation to Bid and Bid Specifications, BIDDER hereby proposes to perform and complete all work for **ROSE CREST CEMETERY** Mowing in strict accordance with the Invitation to Bid and Bid Specifications for the per mowing bid price stated below.

By submission of this BID, each BIDDER certifies that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with the CITY, or any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract as stated in the Bid Specification and after entering into a Contract with the City.

BIDDER acknowledges that he has read and understood all specifications, instructions and requirements regarding the submission of a bid, and is familiar with the requirements and conditions.

BIDDER further affirms that he is experienced in the type of work proposed and competent to perform the work involved as described in the BID SPECIFICATIONS.

Bids are to include permits, licenses and all other applicable taxes and fees.

Submit this "BID FORM" along with "STATEMENT OF EXPERIENCE" in sealed envelope labeled as described in Invitation to Bid and Bid Specifications.

CEMETERY NAME: Write out "Rose Crest" (not "Versailles"): _____

PER MOWING BID PRICE \$_____

Submitted by:

Signature

Company

Printed or Typed Name

Address

Title

City, State, Zip Code

Date Signed

Phone No.

Email Address

**Rose Crest Cemetery
5 Acres + Boundaries**

School Responsibility

Contractor

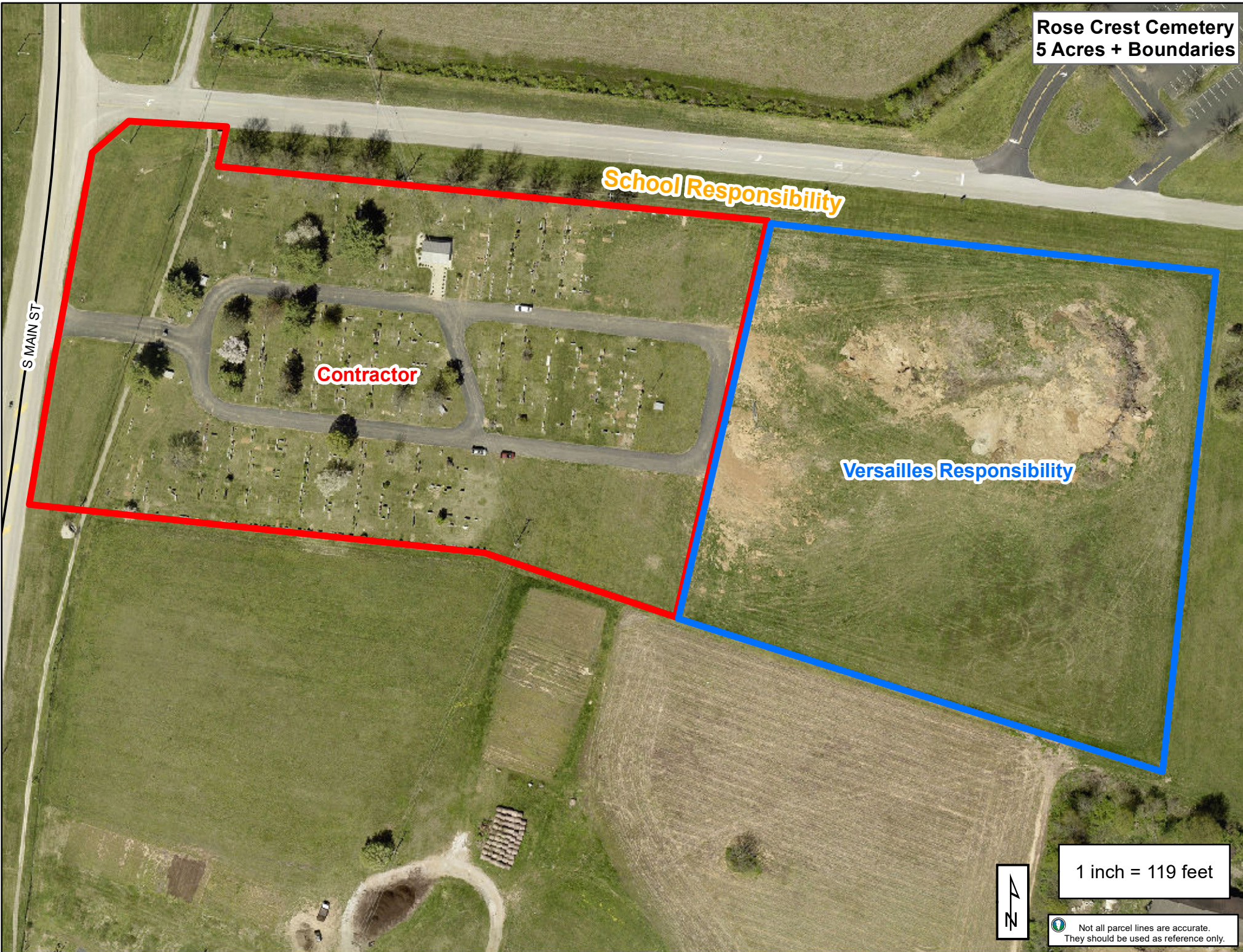
Versailles Responsibility

S MAIN ST



1 inch = 119 feet

Not all parcel lines are accurate.
They should be used as reference only.



III. STATEMENT OF EXPERIENCE

The following list represents the most recent clients for whom similar work has been performed by the BIDDER. The persons listed may be contacted as references.

1. Company Name _____
Contact Person _____
Phone Number _____
Project Description _____

Project Value _____

2. Company Name _____
Contact Person _____
Phone Number _____
Project Description _____

Project Value _____

3. Company Name _____
Contact Person _____
Phone Number _____
Project Description _____

Project Value _____

Please list equipment that would be used for this contract: _____

Bidder Name (Please Print): _____