

# City of Murphysboro Bid Specifications Mowing and Maintenance City Cemetery and Tower Grove Cemetery

The City of Murphysboro is accepting bids from qualified individuals or companies for the general maintenance and mowing of the two (2) city-owned cemeteries; "City Cemetery" located on North 14<sup>th</sup> Street, containing approximately 4.9 acres and "Tower Grove Cemetery" located on Illinois Avenue, containing approximately 24.3 acres.

## **GENERAL MAINTENANCE:**

The contractor shall be responsible for picking up and bagging up trash, debris, old flowers, etc., on a weekly basis and disposing of same in a legal manner. The contractor must also pick-up limbs and branches. The contractor may elect to haul the trash and debris from the cemeteries to the City Storage Area on the second and fourth Fridays during normal operation hours otherwise must be disposed of in a legal manner. Also included, as part of general maintenance, the contractor shall be responsible for the tamping, leveling and seeding of gravesites. Dirt to be used for grave leveling will be provided by the City, stockpiled on site.

## **MOWING REQUIREMENTS:**

The contractor shall be responsible for the mowing and trimming of the cemeteries including the grass areas and ditches within the street right-of-way adjacent to the cemeteries. The trimming around all monuments, curbs and trees. **The Contractor shall be responsible for notifying the City prior to commencing each mowing.** The contractor shall complete the mowing and trimming of both cemeteries within five (5) days of notification.

## **LICENSE AND INSURANCE REQUIREMENTS:**

The contractor shall maintain, in full force, a City of Murphysboro Contractors License as well as liability and workers compensation insurance to the standard city limitations for construction contracts not less than \$1,000,000. A Certificate of Liability Insurance shall be attached hereto and become part of the contract.

## **EQUIPMENT REQUIREMENTS:**

The bidding contractor shall own not less than three (3) commercial zero-turn riding mowers and at least three (3) commercial weed-eater trimmers. Equipment must be in good repair and may be examined by the City before bids are accepted. Bidding contractor must also have the necessary equipment to haul trash and waste to be removed from the cemeteries.

## **EXPERIENCE AND REFERENCES:**

The bidding contractor must have a minimum of two (2) years current experience in cemetery lawn care and maintenance. Bidding contractor must provide a minimum of three (3) references.

**REFERENCES:**

- #1) Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
- #2) Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
- #3) Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Employment History	
List your most recent employer first.	
From (Mo/Yr) _____ To (Mo/Yr) _____ Total _____ Years _____ Months _____	Your Position _____
Employer: _____	Supervisor: _____
Address: _____	Phone Number: _____
Type of Business: _____	Reason for Leaving: _____
Base Salary: Start _____ Final _____ Monthly _____ Bi-Weekly _____ Weekly _____ Hourly _____	Other Compensation/Bonuses _____
Brief Description of Your Duties and Responsibilities: _____	
From (Mo/Yr) _____ To (Mo/Yr) _____ Total _____ Years _____ Months _____	Your Position _____
Employer: _____	Supervisor: _____
Address: _____	Phone Number: _____
Type of Business: _____	Reason for Leaving: _____
Base Salary: Start _____ Final _____	Other Compensation/Bonuses _____
Brief Description of Your Duties and Responsibilities: _____	
From (Mo/Yr) _____ To (Mo/Yr) _____ Total _____ Years _____ Months _____	Your Position _____
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