

**ROLAND CEMETERY ASSOCIATION**  
**GROUNDS MAINTENANCE AND MOWING PROPOSAL**

These instructions are intended to provide information by which prospective bidders may understand the requirements of the Roland Cemetery Association (RCA) relative to grounds maintenance and mowing services for the Roland Cemetery.

**INSTRUCTION TO BIDDERS**

1. To be considered, a completed bid proposal must be received by the RCA by December 15, 2018. Late proposals will not be considered.
2. RCA reserves the right to cancel any contract at the RCA's discretion, with no further obligation to the Bidder.
3. Bid must reflect any and all costs that the RCA is expected to pay for supplies, materials, services, or labor delivered.

**GENERAL SCOPE OF WORK**

The general scope of work includes complete grounds maintenance and mowing services for the Roland Cemetery which is approximately 13 acres.

1. This is to include all mowing and trimming within all of the Roland Cemetery with certain dates prioritized (listed below) between the months of March through October. The cemetery will be trimmed at a minimum of every other mowing.
2. The bidder is responsible for picking up trash, branches and debris with each mowing as needed to maintain the visual appeal of the grounds.
3. Listed below are the mandatory dates by which the cemetery must be completely serviced at least one full day prior to these dates unless the holiday falls on a Sunday or Monday, then the cemetery must be completely serviced the Friday before the holiday: Memorial Day Weekend; Independence Day; Labor Day.
4. All monuments and markers will be kept clean and free of debris with each mowing. Accumulated clippings or clumping of grass will be removed by the bidder.
5. On an occasional basis light raking, branch trimming, backfilling, ground leveling, and seeding may be required on request by the RCA. The bidder shall provide an hourly rate on the bid form for this requested service.
6. Successful bidder agrees to be respectful to visitors and those interred within the cemetery. Grounds maintenance and mowing services will cease when a funeral service is in progress.
7. Successful bidder will be responsible to any damage to headstones and markers and shall use string trimmer rather than commercial mowers to trim around the monuments.

**ROLAND CEMETERY ASSOCIATION  
GROUNDS MAINTENANCE AND MOWING BID**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

The undersigned bidder having reviewed the general scope of work, agrees to furnish all necessary labor, materials, equipment, tools, and services for the Roland Cemetery grounds maintenance and mowing service as specified in the bidding instructions. The bidder certifies that this proposal is made in good faith.

Scheduled mowing services:

Hourly rate for additional services:

\$\_\_\_\_\_ per time mowed

\$\_\_\_\_\_ per hour

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date