

**BIDS WANTED**  
**CEMETERY MAINTENANCE**  
**CITY OF UNION**

The City of Union will accept sealed bids for maintenance of two Union City cemeteries; the first located on North Washington Avenue, the second located at Riverview Drive/Old County Farm Rd. Bids should be marked 'Cemetery Bids' and shall be submitted to the City Clerk's office no later than **12:00 p.m. on February 27, 2024**. Bid sheets and maintenance guidelines are available at the office of the City Clerk, 10 E. Locust St., Union, MO 63084 or online at [www.unionmissouri.gov](http://www.unionmissouri.gov). The City reserves the right to accept or reject any/or all bids and waive any technicalities.

By order of the Mayor and Board of Alderman  
Jonita Copeland, City Clerk

# UNION CITY CEMETERY MAINTENANCE GUIDELINES and REQUIREMENTS

## BID INCLUDES BOTH UNION CITY CEMETERIES: N. WASHINGTON AVENUE AND RIVERVIEW DRIVE/OLD COUNTY FARM ROAD LOCATIONS

- ◆ The contractor must provide the city with certificate of insurance in the amount of \$1,000,000 and \$2,000,000 aggregate; the face of the insurance certificate shall exhibit 'The City of Union, Missouri' as additional insured. Also, an additionally insured endorsement is required. NO EXCEPTIONS, OMISSIONS OR REDUCTIONS TO THIS REQUIREMENT WILL BE ACCEPTED.
- ◆ The contractor shall sign a 'Hold Harmless' agreement with the City.
- ◆ Prior to beginning work, the Contractor shall possess or obtain a valid City of Union business license.
- ◆ The contractor shall have and maintain proper equipment to complete the agreement.
- ◆ All vegetation shall be neatly and evenly trimmed with a maximum growth at any time of five (5) inches which includes the area around all markers, fences, trees, and signs. Any weed/grass clippings falling onto stone markers during mowing/trimming must be swept and/or blown off.
- ◆ Contractor agrees to abide by all Federal, State, and local laws concerning working conditions and employment of all personnel and affirm that all employees of Contractor are E-Verified.  
Grass Cuttings shall be as follows:
  - ◆ From April 1 through June 30 mowing will be completed three (3) times per month, once every ten (10) days. From July 1 through October 31 mowing will be completed twice monthly. This results in a total of seventeen (17) grass cuttings per season from April 1 through October 31. Each mowing and trimming shall be accomplished within the same two consecutive calendar days. Periods of wet weather may reasonably impact on the Contractor's ability to perform cuttings as generally scheduled. City and Contractor agree that the City may, at its sole discretion, direct the Contractor to suspend regular scheduled cuttings during periods of drought, extreme heat, or other weather conditions that may reduce or eliminate the need for regularly scheduled grass cuttings. In the event that the City Administrator shall deem additional grass cuttings necessary, the cost will be paid on a "per mow" basis. The City Administrator must approve the additional mowing before it is completed. Payment for such additional mowing will be made on the last day of the month in which the mowing occurs. The payment amount for any such additional mowing will be calculated at the cost per mowing per the contract bid awarded by the Board of Aldermen.
  - ◆ Payment will be mailed to the contractor on the last day of each month from April through October at the contracted mowing price for the number of completed cuts for that month.
  - ◆ The cemetery shall be kept free of any and all debris with allowances made for grave decoration during one (1) week prior and two (2) weeks after Memorial Week.
  - ◆ The City expects that the Contractor shall use all reasonable efforts not to disturb memorial items placed at graves, however, City Cemetery rules allow for removal of any items that interfere with maintenance of the cemetery.
  - ◆ The City will designate an area for all decorations and debris to be placed.

- ◆ The contractor shall notify the City Clerk upon completion of each mowing. This is required to ensure accurate payment processing.
- ◆ Contractor shall not conduct any work in the instance where a service(s) are being held at the City Cemetery.
- ◆ The cemetery will be inspected by a designated City Official who will note any discrepancies. These discrepancies shall be corrected within 72 hours and if discrepancies are not corrected, the City shall have the right to terminate the agreement and prorate any payment due to the Contractor.
- ◆ The City of Union and Contractor may agree to renew the agreement for subsequent terms at the same rate.
- ◆ Use of herbicides must be approved by the City prior to application.

List all mowing equipment to be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of personnel: \_\_\_\_\_

**PER MOWING COST (Based on 17 CONTRACTED MOWINGS) :** \_\_\_\_\_

Name of Bidder: \_\_\_\_\_ (please print)

Address of Bidder: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*I have read all the above information, including the Union City Cemetery Maintenance Guidelines and Requirements and fully understand all commitments and obligations.*

Signature of Bidder: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MISSOURI )

) SS

COUNTY OF FRANKLIN )

On this \_\_\_\_\_ day of \_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_ Notary Public