

BILLINGS TOWNSHIP BOARD

1050 ESTEY RD.

BEAVERTON, MI 48612

989-435-8430

THE ATTACHED PROPOSAL IS FOR BIDDING OF BILLINGS TOWNSHIP CEMETERY MAINTENANCE. ALL SEALED BIDS ARE DUE BACK TO THE TOWNSHIP BY DECEMBER 1, 2023, NO EXCEPTIONS.

IF YOU HAVE ANY QUESTIONS OR WOULD LIKE A WALK-THROUGH, PLEASE CONTACT EITHER LINDA MCSWEYN AT 989-435-8430, EXT# 2, OR CINDY WHITTINGTON AT 989-280-2578.

THANK YOU.

SINCERELY,

BILLINGS TOWNSHIP BOARD

Billings Township Board
1050 Estey Road
Beaverton, MI 48612
(989) 435-8430

**REQUEST FOR PROPOSAL
FOR
CEMETERY MAINTENANCE**

The Township of Billings is requesting proposals for professional services to provide maintenance of the cemetery grounds of Billings Township.

QUALIFICATIONS:

Proposals will be accepted only from qualified contractors with experience and Competency in mowing and grounds maintenance.

LENGTH OF CONTRACT:

Length of contact for services requested is for two years, beginning on date of Acceptance of contract. Contract will be paid by the Township monthly starting April 1, 2024 thru October 31, 2025. The Contractor must provide the Township with a Federal ID number or social security number for payment.

NATURE OF SERVICE REQUIRED:

Maintain cemetery grounds, including all areas within the property occupied by grave sites, future grave sites, grass roadways, entrances and the fence area associated with those areas. In total, this includes maintenance of approximately four acres of area used or reserved for cemetery use.

MAINTENACE PROVIDED BY THE CONTRACTOR SHALL INCLUDE THE FOLLOWING:

- A. Mowing of all mow-able areas during the growing season. With cutting/trimming once every ten days or more to maintain a clean cemetery. Typical growing season shall be defined as April 1st. through October 31st.
- B. Trimming around all grave stones and markers within the cemetery so that vegetation around such obstacles does not exceed three (3) inches. Includes removal of any and all grass clippings from grave stones and markers.
- C. Trimming bushes and brush vegetation around the perimeter monthly to allow clear access to all grave sites and roadways, and to prevent the spread of brush and trees within mowed areas of the cemetery.
- D. Removing any tree or brush growth from around grave markers or headstones.

- E. Removal of old floral arrangements, grave blankets, from grave sites.
- F. Removal of all trimmings, grass, brush, trees from the cemetery.
- G. Spring and Fall cleanups.

The Contractor shall furnish all labor, materials, tools and equipment to perform said cemetery maintenance.

The Contractor shall not be considered an agent or employee of the Township for any purpose, and shall be deemed an independent contractor. The Contractor shall be solely liable for any injury to persons, employees, property of the Contractor or property of others. Including damage to any headstones while performing services.

The Contractor shall maintain contractor's liability insurance in the amount of \$500,00.00, add the Township as additional insured for all services outlined, along with workers compensation. A certificate of insurance must be submitted to the Township for the term of the contract. Failure to submit a certificate of insurance or cancellation of said insurance without prompt replacement will be cause of immediate termination of contract.

PROPOSAL CRITERIA:

Proposals should include qualification and annual maintenance charge.

Request for proposal should be directed to:

**Billings Township Board
Linda McSweyn/Clerk
Cindy Whittington/Trustee
1050 Estey Rd.
Beaverton, MI 48612
(989) 280-2578**

Proposal must be received by Wednesday, **December 1, 2023**.

Billings Township will answer any question prior to the deadline for proposal. The Township reserves the right to select a contractor directly from the written proposal. The award may be made to the most qualified contractor whose proposal is deemed most advantageous to the Township; all factors considered. Unsuccessful contractors will be notified as soon as possible.

The Township reserves the right to negotiate an agreement with the selected contractor based on fair and reasonable compensation for the scope of work and service proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

**BILLINGS TOWNSHIP BOARD
REQUEST FOR PROPOSAL
FOR
BILLINGS TOWNSHIP CEMETERY MAINTENANCE**

CONTRACTOR NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

DATE OF CONTRACT: **APRIL 1, 2024 – THROUGH - OCTOBER 31, 2025**

ANNUAL FEE: _____

**REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO:
BILLINGS TOWNSHIP BOARD
LINDA MCSWEYN/CLERK
CINDY WHITTINGTON/TRUSTEE
1050 ESTEY ROAD
BEAVERTON, MI 48612
(989) 435-8430**