

2026 Bid to Mow Twin Township Cemetery

This bid is for:

- (1) the mowing of the Twin Township Cemetery,
- (2) weed-trimming around headstones and monuments in the cemetery,
- (3) trimming around perimeter fencing of the cemetery,
- (4) mowing of the heliport landing area, as needed (this may or may not be needed each time cemetery is mowed. The Trustees or their Designee will let the Contractor know when this is needed).

Completion of all items listed above shall be considered one mowing event. Each mowing event is expected to take no more than 5 days, however, rain and other conditions may extend a mowing event beyond that period of time.

Description of duties and requirements:

1. Contractor will be expected to be available to begin a mowing event within 2 days of notification. Contractor shall not mow the cemetery unless instructed to do so by a Trustee or a designee of the Trustees.
2. The Contractor shall submit proof of liability insurance for said company.
3. The Contractor shall provide proof of carrying workers' compensation insurance.
4. Any damages that may occur to headstones, ornaments, and other property shall be reported to the Trustees immediately. All precautions shall be taken to avoid any damages to headstones and property.
5. The Twin Township Board of Trustees will not be held accountable for any injuries/accidents that may occur to either the Contractor or persons employed by the Contractor, while performing the duties of this contract.
6. The services provided are performed as an independent contractor and the Contractor, and individuals employed by the contractor, are not employees of Twin Township.
7. If a burial occurs during a mowing event, the Contractor shall make every effort to not disturb the event, which may require that mowing cease during the internment of the deceased.
8. Cemetery maintenance is funded by sales of cemetery lots and fees for burials. Since these revenues fluctuate on an annual basis, the mowing contract is for a guarantee of 13 mows annually. If funds are available, more mowings each year can be approved by the Trustees.

Upon completion of each mowing event, the contractor shall contact designated Township Trustee for evaluation and signature on invoice. The evaluation will be done next business day (Monday-Friday). The invoice also must include the dates the services began and ended for that particular mowing. After evaluation and signature from Trustee, the Trustee will submit the invoice for payment to the Township Fiscal Officer. This submission can be made by email to twinfiscaloffice@gmail.com or copy sent in a text.

Payments only will be done electronically and be completed the next business day (Monday-Friday) after completed invoice is received. The electronic processing time is two days. (Fiscal Officer will let contractor know if on vacation and payment maybe delayed.)

This contract may be terminated at any time during the contract period by a majority vote of the Twin Township Trustees if the work performed is deemed unsatisfactory.

Upon completion of each mowing event, and after satisfactory review by a Trustee, or a township employee designated by the Trustees, the Township agrees to pay the Contractor the following amount:

_____ . (please enter the amount of your bid)

Owner/Manager of company

Date

Mailing address

phone number

Please provide at least 3 references listing address and phone number:

Please submit completed bid to any Twin Township Trustee or to the Fiscal Officer by March 1.

Proof of liability insurance and paying workers' comp must be on file with Fiscal Officer before mowing can begin.