

## Byron Township Request for Bids

The Byron Township is seeking bids for mowing of the Byron Cemetery located in the North-west corner of Mineral St and 5<sup>th</sup> street in Byron Illinois, consisting of 11.5 acres more or less. The Byron Township reserves the right to reject any and all bids and rebid at the discretion of the Board of Trustees. Bids will be awarded to the bidder who the Board of Trustees determines is best for the project based on price, references, experience and equipment. Sealed bids are due at the Byron Township Office, 507 N. Colfax Street, Byron IL 61010 by 6:30 PM on March 12, 2020. Bids may be mailed to "Byron Township – Mowing Bid 2020", 507 N Colfax Street, Byron IL 61010 or email to [supervisor@byrontownship.com](mailto:supervisor@byrontownship.com) with "Byron Township – Mowing Bid 2020" in the subject line. Sealed bids will be opened at 6:45 PM on March 12, 2020 with possible award within 2 weeks. See below for a bid form to be completed and sealed in an envelope marked "Sealed Bid - Byron Township – Mowing Bid March 2020".

Bids to reflect a price per mowing and string trimming as outlined below. The number of mowing's per year varies from 15 to up to 30 times per year depending on weather. Mowing height to be 2.75 inches each cut and string trimming to taper from down to 0 inches at the foundation edge tapering up to where the riding mower equipment meets the trimmed areas unless otherwise directed by the Byron Township Sexton. The cemetery is approximately 11.5 acres more or less which includes the areas outside of the fences to the adjacent streets to be mowed at the same frequency and specifications including string trimming.

A Certificate of Insurance must be provided to the Byron Township Clerk with their sealed bid; and to be at least one million dollars per occurrence and a General Aggregate of at least two million. The Certificate of Insurance will be inspected by the Byron Township to determine proper compliance and the bidder will be contacted as to acceptable or unacceptable. Bidder will be given an opportunity to resubmit within 5 days if Board of Trustees deems the Certificate of Insurance is not acceptable as presented. Bidder to include a description of equipment to be used for the mowing and trimming – include year, make, model and size.

Mowing and Trimming Specifications/Parameters:

- 1) Mowing will be approximately once per week depending on weather. Cut with the intention of removing about 1/3 of the blade of grass to a height of 2.75 inches each

mowing. String trimming to be accomplished for entire cemetery through the course of every 2 mowing's. This includes trimming around buildings, trees, head stones and fences. The only exception is for Memorial Day where the entire cemetery must be string trimmed within 5 days of May 25th 2020.

- 2) Additional mowing may be required prior to funerals or at least a change in the mowing schedule of the 5 different sections to be mowed due to funerals. As soon as the Byron Township Sexton learns of a funeral he will notify the successful bidder of the date, section(s) to be mowed and approximate time of the funeral so that the successful bidder may plan the mowing around the funeral. The section(s) designated by the Byron Township Sexton where the funeral is to be, shall be mowed two to three days before the funeral, if it is needed as determined at the time of the announcement of the funeral by the Byron Township Sexton.
- 3) No mowing to be done while funeral is in progress. Once the family leaves the cemetery mowing & trimming can resume.
- 4) No mowing within 500 feet of people visiting gravesites.
- 5) No mechanical mowing within 3 inches of head stones, only string trimming allowed close to head stones. No use of chemical "trimming" is allowed.
- 6) If any damage is done to any of cemetery property it is to be reported the Byron Township Sexton within 12 hours of the incident.
- 7) Any limbs that fall should be gathered before mowing and placed in the designated area of the cemetery.
- 8) Care in string trimming around flowers and grave decorations shall be taken. The removal of flowers may be required before trimming and then placing them back where they were after trimming.
- 9) Head stones must be clear of grass trimmings when mowing or string trimming is done for that day.
- 10) Flowers & decorations that are not near head stones caused by storms or strong winds shall be gathered and placed by the cemetery building in a designated area.
- 11) If people plant anything for decoration notify the Byron Cemetery Sexton as it is not allowed.
- 12) If Successful Bidder does not comply with these specifications during 2020 mowing season, the Sexton will give them a written complaint that must be answered within 3 business days of receipt. If complaint is not resolved satisfactorily Successful Bidder could be terminated from the rest of the season.

**Byron Township – Mowing Bids 2020**  
**Bid Form**

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

List Cemetery Mowing Experience and References that Byron Township may call:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Mowing Equipment that will be used (include Make, Model, Year and width)

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\_\_\_\_\_  
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Bidders Price per mowing as detailed above: \_\_\_\_\_

(This includes string trimming half the cemetery – see 1 above)