



OVERTON MUNICIPAL CEMETERY

**Landscape Maintenance Services
Request for Proposals**

**City of Overton
1/23/2019**

1200 South Commerce Street ★ Overton, TX 75684 ★ 903.834.3171 ★ www.cityofoverton.com

INTRODUCTION

The City of Overton, Texas is requesting proposals from qualified firms to provide landscape maintenance services at the Overton Municipal Cemetery located on the corner of East Henderson Street (FM 850) and Warren Drive. The Overton Municipal Cemetery is approximately 12-acres in size and consists of four (4) levels. The cemetery grounds are currently maintained by an independent contractor.

The City reserves the right to contract with more than one (1) entity in order to provide the level of service required and within funding limits. The City reserves the right to reject all proposals and to enter into negotiations with those firms which best meets the needs of the City.

Contracts will be awarded as the Pricing Quotation Forms, **EXHIBIT “B”**, references and other criteria as determined at the sole discretion of the city. All rates and pricing submitted shall include all wages, benefits, the cost of tools, equipment, ancillary supplies, overhead, profit, taxes and other administrative fees associated with the performance of this contract.

If a contract is rewarded from this request, it shall be a non-exclusive contact for the Services. The City may, at its sole discretion, utilize other contractors for the same or similar work without first terminating the original contract. Should another contractor be retained due to failure to provide adequate services, as outlined in the original contract, those cost will be deducted from monies due to the primary contractor. The City reserves the right to add or delete work quantities and work is subject to change at any time.

TIMELINE FOR SUBMITTALS

Submission deadline for proposals and qualifications is **1:00 PM on Friday, February 15, 2019.**

Submit Proposals to:

City of Overton
Attn: Rachel Gafford, Secretary / Cemetery Administrator
1200 S. Commerce Street
Overton, Texas 75684
(903) 834-3171

Direct questions by email regarding this Request for Proposal to: Rachel Gafford, City Secretary/Cemetery Administrator at rgafford@cityofoverton.com. All inquiries regarding this RFP must be made in writing at rgafford@ci.overton.tx.us. The City shall not be responsible for any verbal communication between any employee of the City and any potential firm. Only written requirements and qualifications will be considered.

CONTENT OF SUBMITTALS

A complete copy of this request for qualifications is available on the City's website at <http://www.cityofoverton.com>.

Submittals shall be limited to a TOTAL of thirty (30) pages, including transmittal letter.

Submittals exceeding the maximum number of pages will be rejected. No notification of rejection will be made to the submitting firm.

Four (4) hard copies of the proposal shall be submitted, in addition to at least one (1) digital copy.

The format shall be:

- A letter of interest signed by a principal of the firm, with a statement as to staff availability to complete the work.
- Qualification and expertise of staff actually assigned to the project. Work experience should be specific to the individual's actual task performed on similar projects.
- A demonstration of the proposer's understanding of the project through an outline of the suggested approach to the project.
- Price Quotation Forms – **EXHIBIT "B"**
- References, including names and telephone numbers of previous or existing clients with similar projects - **EXHIBIT "C"**

Proposers that deviate from this format or alter this form shall be deemed non-responsive. Proposers accept all risk of late delivery regardless of fault. Any pricing quote received after the due date and time shall be deemed non-responsive. The City of Overton reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. The Request for Proposal does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a proposal. Furthermore, this request does not obligate the City to accept or contract for any expressed or implied services.

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1. INTRODUCTION

This Statement of Objectives describes the basic objectives of the Overton Municipal Cemetery. The Performance Based Service Contract provides potential proposers the flexibility to develop cost effective solutions and the opportunity to propose innovative alternatives to meet the stated objectives. It also presents the City of Overton with an opportunity to assess the proposer's understanding of the task to be performed by eliminating "how to" instructions to accomplish the work. The standards of maintenance and appearance at the cemetery must reflect the city's concern for those interred.

2. DESCRIPTION OF SERVICES

The contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that grounds maintenance is performed in a manner that will maintain healthy grass, trees, shrubs, and plants and present a clean, neat, appearance. Services include, but are not limited to maintenance of grounds, regular mowing, trimming and edging, removal of all leaves and debris, as well as sweeping or blowing off roads and sidewalks, plant and tree maintenance, and trash removal. All work will be performed during daylight hours.

3. PROGRAM OBJECTIVES

The purpose of this Program Objectives is to obtain a contractor to support the Overton Cemetery. Under this effort, the successful contractor shall be responsible for grounds maintenance services described herein. Technical specifications have been provided throughout this solicitation. The contractor may use whatever method he/she chooses to meet the goals of the City, as long as the end result is of an acceptable quality required by the City of Overton or designee. The contractor shall submit a detailed performance plan to indicate how the contract plans meet the need of the cemetery. (i.e. performance schedule, frequency of mowing, turf maintenance, trimming, edging, plant and tree maintenance, etc.)

The contractor shall be responsible for:

- A. Providing all grounds maintenance services, including, but not limited to: Maintenance of grounds, regular mowing, edging, trimming, removal of leaves and debris, as well as, sweeping or blowing off roads and sidewalks, and trash removal from the grounds and the cans provided are emptied.
- B. Turf surrounding a headstone or marker is trimmed to its recommended height and appearance.
- C. Plant and tree maintenance.
- D. Provide a safe environment for citizens, contractor employees and City staff.

4. CONTRACT OBJECTIVES

- A. To use an innovative and create a technical approach to manage the grounds maintenance operation at the Overton Municipal Cemetery in order to maintain a high standard of appearance in accordance with standard commercial practices.
- B. To determine a pricing structure to accomplish the requirements set forth in the Program Objectives.

- C. To determine a contract period of performance in accordance with standard commercial practices. The minimum term of the contract should be one base year with options to extend the term of the contract up to four (4) additional years.

5. ADMINISTRATION RESPONSIBILITIES

The contract will be administered by the City of Overton Administration Department.

6. STANDARD OF EMPLOYEE CONDUCT

Contractor and contractor personnel shall be required to adhere to the following standards of dress and conduct while performing work in the Overton Municipal Cemetery. Employees are expected to:

- A. Be fully clothed at all times, include long slacks or pants and shirt, buttoned up from neck to waist, or company t-shirt. Tank tops as outer garments are prohibited. Shoes/boots will have no holes or loose soles. Steel toed shoes will be required in accordance with OSHA. Contractor employees shall maintain personal hygiene.
- B. Not engage in loud or boisterous behavior or use profane or abusive language and shall show proper reverence when working during burial services.
- C. Not eat or drink beverages except water or non-alcoholic beverages while in work area, nor in sight of a committal service. Use of intoxicating beverages and/or drugs is strictly prohibited.
- D. Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstone or monuments.
- E. All areas are designated as NO SMOKING.

USE OF CEMETERY FACILITIES BY CONTRACTOR

- A. The City of Overton will not be responsible for any loss, damage, or theft of contractor items.
- B. Contractor employees shall park privately owned vehicles in the area designed for parking.
- C. The City of Overton will not be responsible for any damage to or loss of the Contractor's equipment and supplies stored on cemetery premises. The Contractor shall provide, as part of their offer, a list of tools and equipment to be used during the course of the contract. The Contractor shall verify in writing that this equipment is in safe operating condition. The Contractor shall comply with all Federal, State, and County laws and regulations regarding the use of Personal Protective Equipment for all contract personnel. The Personal Protective Equipment is provided by the Contractor. The Contractor shall be responsible for maintaining fire extinguishers and other safety equipment. The Contractor shall be responsible for delivering and removing all necessary equipment and supplies on a daily basis.
- D. The Contractor shall be responsible for safely storing off site, any chemicals, pesticides, herbicides, cleaning solutions, etc.

INSPECTION OF PREMISES

Proposers should inspect and measure the premises prior to submitting quotes in order to be fully aware of the scope of services required. Failure to do so will not relieve the successful awardee from performing in accordance with the strict intent and meaning of the specifications without additional cost to the City of Overton.

By signing the Pricing Quote Form, EXHIBIT “B”, the Contractor agrees that he/she is familiar with the local conditions affecting the performance of the work, the cost of the work at the place where the work is to be done, to provide and furnish any and all labor, materials, tools, expendable equipment and all utility and transportation services necessary to perform work. To schedule a site visit with cemetery staff, contact Deb Vondrasek, Cemetery Admin. Assistant at (903) 834-3171. Ext.234

CONTRACTOR RESPONSIBILITIES

1. WORKMAN’S COMPENSATION AND LIABILITY INSURANCE

The Contractor agrees to procure and maintain for the contract period, Workman’s Compensation and Employers Public Liability Insurance in accordance with the laws of the State of Texas. The policy shall provide coverage for Public Liability limits of not less than statutory limitations if more than one person is involved.

2. EVIDENCE OF COVERAGE

Before commencing work under the contract, the Contractor shall furnish to the City a certificate of insurance indicating the coverage amounts and it shall contain an endorsement to the effect that cancellation of any material change in the policies which adversely affects the interest of the City of Overton in such insurance shall not be effective unless a 30-day advance written notice of cancellation or change is furnished to the City.

3. CONTRACTOR’S RESPONSIBILITIES

- A. The Contractor shall obtain all necessary licenses and/or permits required to perform the work. He/she shall take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. He/she shall be responsible for any injury or damage during the performance of this contract. He/she shall be responsible for any injury to himself/herself, his/her employees, or others, as well as for the damage to personal or public property that occurs during the performance of this contract that is caused by him/her or his/her employees’ fault or negligence. The Contractor shall maintain personal liability and property damage insurance prescribed by the laws of the State of Texas.
- B. At the minimum, the Contractor shall preserve the health, appearance, and esthetic value, of all trees/shrubs while preventing damage to human life, property and the ecosystem and demonstrate a clear understanding of and the sensibility to environmental issues. Work shall be consistent and fully compliant with all applicable Federal, State, County and City laws. Adequate warning devices, barricades, guards, flagmen and other necessary precautions shall be used as necessary. The Contractor shall provide the least possible interference with cemetery operations or annoyance to the public. Qualified and trained persons shall do all work. All tools shall be clean, sharp, in proper working order and shall be checked for safety before each job.

4. LIABILITY DAMAGE

- A. The Contractor shall take all necessary precautions to prevent damage to turf, trees, headstones, markers, monuments, flower vases and other cemetery structures during execution of this contract. The Contractor shall immediately report any and all damage to the Cemetery Administrator or designee. As directed by the Cemetery Administrator, the Contractor shall

repair or replace in a timely manner any damaged or destroyed item, at the Contractor's expense. The Contractor shall be held responsible for the cost of any/all repairs caused by negligence or abuse on his part or on the part of his employees.

- B. The Contractor shall be charged current replacement costs for headstones or other property damage as a result of actions by the Contractor personnel.

5. SUPERVISION AND TRAINING

- A. The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor shall remove employees for cause, to include, but not limited to, misconduct in performance of duty under these specifications and/or conduct contrary to the best interest of the City of Overton.
- B. The Contractor shall also be responsible for training and safety precautions for contractor employees performing work under these specifications. OSHA standards shall be observed by the Contractor in all work performed. Appropriate safety equipment shall be furnished by the Contractor to contractor personnel and shall be used as prescribed by OSHA standards, including hard hats, safety shoes, safety glasses, and hearing protection devices.
- C. The Contractor shall provide on-site employee supervision. The supervisor shall be knowledgeable and be able to communicate and discuss the requirements of this contract with the Cemetery Administrator or designee.

6. ADDITIONAL REGULATIONS

The Contractor shall comply with all Federal, State, City, and County laws, ordinances and regulations including, but not limited to OSHA standards, applicable to the work being performed.

7. QUESTIONS/CLARIFICATIONS

The City reserves the right to request any respondent to clarify or correct its proposal or to supply any additional material deemed necessary to assist in determining a responsive proposal. All modifications and or corrections must be made in writing and executed and submitted in the same format and manner as the original proposal. Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. The City reserves the right to change the scope of work, duration of term or issue addendums at any time. The City also reserves the right to cancel, change or re-issue this request at any time.

SCOPE OF WORK

TURF MAINTENANCE

1. STANDARDS

- A. The conduct of grounds maintenance activities does not detract from the overall function of the cemetery.
- B. All areas where grounds maintenance activities have been conducted are neat, clean and free of debris and equipment at the end of the workday.
- C. Necessary personal protective equipment and safety measures shall be adhered to at all times.
- D. Turf surrounding a headstone or marker is trimmed to the recommended grass height. (see below)
- E. There shall be no signs of “grass burns” caused by mowers. There shall be no sign of turf being “scalped” by string trimmers.

2. MOWING, TRIMMING & EDGING

A. SCOPE

The Contractor shall be responsible for all mowing, edging and trimming of grass within the cemetery.

B. EQUIPMENT

- i. Riding mowers may be used provided that they are not operated within two (2) inches of headstones, markers, monuments, tree trunks or other vertical surfaces.
- ii. Commercial power trimmers and power-edger shall be used to trim grass from and around headstones, curbs, monuments, markers, etc.
- iii. Cutting blades on mowing and trimming equipment must be sharpened so that the grass tips are properly cut, not torn or damaged. Cutting heights of all mowing equipment shall be set to recommended heights for the type of grass being cut. (See C. Grass Heights below)

C. GRASS HEIGHTS

Turf shall normally be cut to maintain heights between 2.5” and 3.0”, depending upon the type of grass. Mowing will normally be inspected by the Cemetery Administrator or designee.

D. CURB EDGING

All streets, curbs, walkways, tree wells and shrub beds shall be edged inside and outside cemetery grounds. Damage to asphalt/concrete shall be avoided, and repaired at the contractor’s expense. Debris from edging shall be removed from site on the same day.

E. TRIMMING

All un-mowed grass around headstones, monuments, markers, and other vertical surfaces and structures shall be trimmed.

F. CLEANUP

Walkways and roads shall be cleaned up of grass clippings and leaves after mowing, weed-eating, edging, and trimming in the same day the work is performed. Clippings shall not be allowed to accumulate in the road or walkways.

TREE, SHRUB, AND PLANTING BED MAINTENANCE

1. STANDARD

- A. Trees and shrubs shall be maintained in a healthy, vigorous condition free of pests and disease.
- B. Trees and shrubs shall be trimmed and maintained at a proper size and shape for its particular size and type according to industry standards.
- C. Trees shall be maintained in a condition free of broken limbs and branches.
- D. Ornamental trees and shrubs shall be maintained so that they enhance and do not detract from the appearance of public areas.
- E. Ornamental trees and shrubs shall be pruned in a manner that they do not pose a hazard to staff and visitors.
- F. Cemetery planting beds are well maintained and attractive.
- G. High maintenance area, in which turf is not a part of the cemetery design, shall be maintained in a manner that is appropriate for the medium in place.
- H. Damaged trees and shrubs that pose a safety hazard to staff and visitors shall have corrective action taken within one day of hazard identification.
- I. Branches that could pose a safety hazard in visually prominent areas are removed immediately.

2. SCOPE

Work consist of, but not limited to, maintaining shrubs and trees in a healthy and attractive condition by proper pruning, removal of dead branches, cultivation and mulching techniques. Within two (2) working days, notify the Cemetery Administrator of any serious pests' infestation in trees and planting beds. Pruning should focus on maintaining tree structure, form, health and appearance.

Personnel shall be properly trained in the operations they are to perform. If pesticide sprays are used, the person in direct charge shall be licensed by the State. All tree and shrub pruning and hedge trimming shall comply with ANSI A300 (Part 1) – 200 Pruning and companion publication “Best Management Practices” (2002ISA)

3. EQUIPMENT

All necessary equipment for this maintenance performance shall be furnished by the Contractor unless specifically stated otherwise. All cutting tools shall be kept sharp and properly functioning.

4. PROCEDURE: PRUNING/TRIMMING

- A. Pruning and trimming shall be limited to within 15 feet from the ground. Pruning and trimming above that height shall be by separate agreement.
- B. Trees shall be kept free of suckers and broken branches.
- C. All pruning cuts shall be made according to ANSI A300 Standards.

- D. Care and Maintenance of Shrubs/Hedges. Conforming to the current pattern of growth, at the direction of the Cemetery Administrator, shrubs/hedges shall be trimmed monthly during summer months/growing season. Shrub trimmings shall be removed. Shrub area shall be kept free of shrub trimmings and other debris.
- E. Trees/branches that are a safety hazard to staff and visitors shall be identified by the contractor with corrective action taken by the contractor if the hazard is within fifteen (15) feet from the ground. If the hazard is outside of this range and not within the contractor's scope for corrective action, the contractor shall contact the Cemetery Administrator without delay so that corrective action can be taken.

TRASH AND DEBRIS MANAGEMENT

1. STANDARD

- A. Turf is free of debris, i.e., leaves, fallen branches and trash
- B. Turfs in visually prominent areas are free of trash.
- C. Debris, equipment, tools and supplies shall be removed at the conclusion of each task or at the end of a workday.
- D. All trash and debris collection points are screened from public view.

2. SCOPE

The contractor shall maintain all the cemetery grounds and turf free of trash and debris. Work consist of collecting and removing all trash, debris, fallen leaves and branches from the cemetery grounds and the immediate area outside the cemetery wall. Random inspections may be conducted by the Cemetery Administrator or designee.

3. PROCEDURE

- A. Leaves/needles and twigs shall be hand raked, vacuumed or blown by walk-behind push type machines from interment areas into the roadways, and then collected and properly disposed of from cemetery grounds including the right of way outside cemetery walls.
- B. The Contractor shall inspect all areas of the cemetery during this period and ensure that there is no accumulation of debris in any area.
- C. The Contractor shall provide the necessary labor and suitable conveyance each workday for pickup of this debris from cemetery grounds. The contractor must notify the City when and where debris has been located for removal. All dumpsters, pickup services and trash removal services shall be provided at the City of Overton's expense.
- D. Removal of debris and disposal away from the cemetery grounds shall be the responsibility of the Contractor.
- E. Storm Clean-Up (wind, rain, hail, snow, ice, etc.): cemetery should be checked and cleaned up next working day following the storm unless the extent of the storm prompts civil defense authorities to declare emergency movement only. Should this occur, clean-up should be done as soon as emergency restrictions are lifted.
- F. Cemetery area includes all of the cemetery property, including the areas adjacent to the road.
- G. The Contractor shall collect and dispose of all grave decorations as directed.

OPTIONAL ITEMS

AERIFICATION/DE-THATCHING

The Cemetery Administration may request aerification to be paid at a unit cost per request. De-thatching shall be considered incidental to the turf maintenance pay items.

1. AERIFICATION

- i. To prevent the germination of weeds, aerification should not be performed during the spring. A minimum of a 3” core plug extracted at not less than 6” square spacing while avoiding damage to surrounding vegetation, markers or structures to including but not limited to: sprinkler heads, vases, valve boxes, control markers, etc.

2. DE-THATCHING

- i. No more than ½” thatch layer shall exist at any time throughout the growing season. Use a vertical mower or power rake. Thatch material is removed immediately. Ensure thatching performed results in no damage to surround vegetation or structures to include but not limited to: sprinkler heads, vases, valve boxes, control markers, etc.

FERTILIZATION, INSECT CONTROL AND WEED CONTROL

The Cemetery Administrator may request fertilization, insect control and weed control to be done. These items shall be billed at a unit cost per request.

1. SCOPE

Contractors shall be responsible for maintaining the turf area of the cemetery and the immediate area surroundings of the cemetery in a healthy, visually pleasing condition with proper application of fertilizers, insecticides and herbicides (to control weeds, disease and insect pests).

2. FERTILIZER APPLICATION

Contractor shall have soil tested before applying fertilizer. A copy of the soil test results shall be provided to the Cemetery Administrator for approval prior to the fertilizer purchase. The Contractor shall provide and apply fertilizer according to the soil test. Documentation of compliance with the soil test application rate shall be provided to the Cemetery Administrator within (5) working days of fertilizer application. Examples of suitable documentation include: the fertilizer purchase order; invoice; or delivery document.

3. INSECT AND WEED CONTROL

- A. All turf weed growth shall be controlled by means of mowing, trimming, pesticide application or any other method approved by the Cemetery Administrator. Herbicide applications shall be made as necessary for control of broadleaf and grassy weeds. The Cemetery Administrator may determine the exact number of applications to achieve the desired control. Additional spot application may be required at no extra cost to the City of Overton. The contractor shall provide the Cemetery Administrator for review and approval information on the type of herbicide and rate of application at least five (5) work days before the date of actual application.

- B. Control weeds year-round in all burial sections, landscape beds, tree wells, and around all buildings, walkways and roadways. Contractor shall dispose of all dead and dying weeds.
- C. Record of actual pesticides/herbicides applied (type, amount, application area, weather conditions) furnished to the Cemetery Administrator within 5 days of application.
- D. Appropriate signs posted informing public of the time and date of the chemical application.
- E. The weed control program may include pre-emergent application to control summer and winter annual/perennial broad leaf weeds and grasses. The program may include application of post-emergent as needed and as determined by the Cemetery Administrator.
- F. The Contractor shall immediately notify the Cemetery Administrator of any outbreak of disease, and/or pests.

WATERING

- A. Perform watering as required to maintain a green and healthy turf appearance.
- B. Avoid overwatering to deter the growth of mold, mildew and fungi.
- C. Watering shall be even throughout the cemetery for the purpose of uniform growth and so as to avoid areas of too much or too little accumulation.
- D. Watering schedule should allow for proper root depth/growth as a drought contingency.
- E. The City has a right to alter the watering schedule.
- F. Turf Maintenance: Proper fertilizing, weeding, sodding and/or seeding turf if needed.
- G. Contractor shall immediately replace, at no additional cost to the City, all sprinkler heads or other sprinkler appurtenances damage as a result of maintenance activities.

SUPPLIES OR SERVICES AND PRICE/COST

PRICE SCHEDULE: The Contractor shall provide all labor, materials, equipment, tools, and supplies to maintain the Overton Municipal Cemetery.

The contract price shall constitute full compensation for furnishing all labor, materials, tools and equipment for performing all work and operations required as specified herein and shall be considered full compensation and shall include all minor items required for a complete job but not specifically mentioned in the scope of services or as a specific pay item. The Contract pricing shall include all overhead cost, transportation, insurance, profit, permitting, taxes and any other cost related to work.

All work shall be performed in accordance with the Description/Specifications/Statement of Work contained in this contract.

The contract performance period is as follows:

Base Period	April 1, 2019 – October 31, 2019 (Bi-Weekly Maintenance) November 1, 2019 – February 29, 2020 (Monthly Maintenance)
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The City reserves the right to extend the contract through four (4) one-year options.

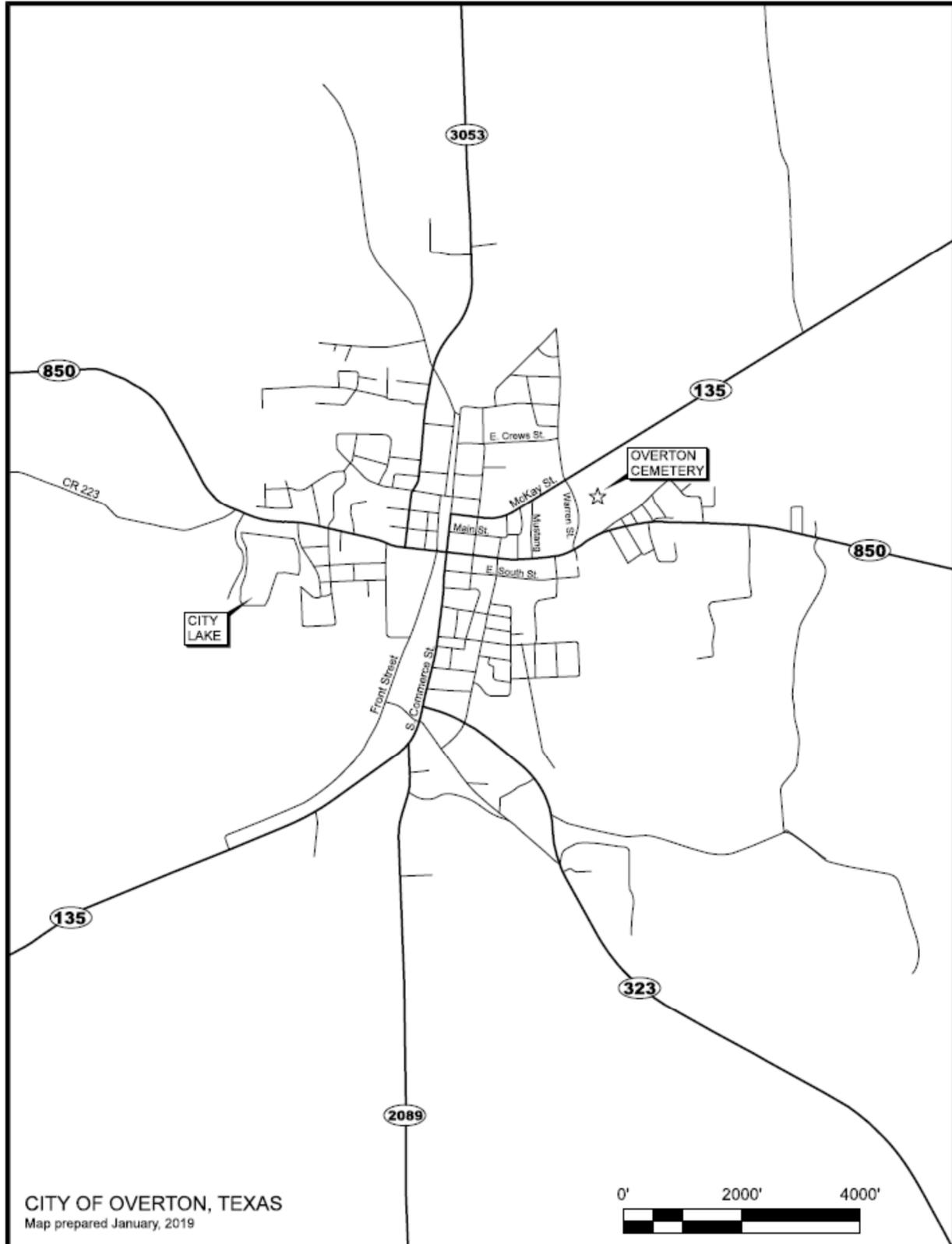
The performance periods for these options are as follows:

Year One (Option)	March 1, 2020 – October 31, 2020 (Bi-Weekly Maintenance) November 1, 2020 – February 28, 2021 (Monthly Maintenance)
Year Two (Option)	March 1, 2021 – October 31, 2021 (Bi-Weekly Maintenance) November 1, 2021 – February 28, 2022 (Monthly Maintenance)
Year Three (Option)	March 1, 2022 – October 31, 2022 (Bi-Weekly Maintenance) November 1, 2022 - February 28, 2023 (Monthly Maintenance)
Year Four (Option)	March 1, 2023 – October 31, 2023 (Bi-Weekly Maintenance) November 1, 2023 – February 29, 2024 (Monthly Maintenance)

Negotiations for pricing during “Option” years will occur during the month of December for the next performance period. Negotiated prices will not be considered for anything above the following:

- 1) 12-month composite of inflation rate (December of previous year to November of current year)
- 2) Fuel cost escalation adjustment

EXHIBIT A
CITY OF OVERTON CEMETERY
LOCATION MAP



**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

Base Period – 2019 - 2020

- Period 1 - April 1, 2019 through October 31, 2019 = 7 months (Bi-weekly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 7 months (Period 1)</i>	<i>\$ 700.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Period 1: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

Base Period - 2019 - 2020

- Period 2 - November 1, 2019 through February 28, 2019 = 4 months (Monthly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 4 months (Period 2)</i>	<i>\$ 400.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Period 2: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 1 – 2020 - 2021

- Period 1 - March 1, 2019 through October 31, 2020 = 8 months (Bi-weekly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 8 months (Period 1)</i>	<i>\$ 800.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 1 - Period 1: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 1 – 2020 - 2021

- Period 2 - November 1, 2020 through February 28, 2021 = 4 months (Monthly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 4 months (Period 2)</i>	<i>\$ 400.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year Period 2: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 2 – 2021 - 2022

- Period 1 – March 1, 2021 through October 31, 2022 = 8 months (Bi-weekly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 8 months (Period 1)</i>	<i>\$ 800.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 2 - Period 1: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 2 – 2021 - 2022

- Period 2 - November 1, 2022 through February 28, 2022 = 4 months (Monthly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 4 months (Period 2)</i>	<i>\$ 400.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 2 - Period 2: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 3 – 2022 - 2023

- Period 1 - March 1, 2022 through October 31, 2022= 8 months (Bi-weekly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 8 months (Period 1)</i>	<i>\$ 800.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 3 - Period 1: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 3 – 2022 - 2023

- Period 2 - November 1, 2022 through February 28, 2023 = 4 months (Monthly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 4 months (Period 2)</i>	<i>\$ 400.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 3 - Period 2: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 4 – 2023 - 2024

- Period 1 - March 1, 2023 through October 31, 2023= 8 months (Bi-weekly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 8 months (Period 1)</i>	<i>\$ 800.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 4 - Period 1: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

OPTION YEAR 4 – 2023 - 2024

- Period 2 - November 1, 2023 through February 28, 2024 = 4 months (Monthly Service)

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
<i>Example</i>	<i>Mowing</i>	<i>1 x / week</i>	<i>\$ 100.00</i>	<i>X 4 months (Period 2)</i>	<i>\$ 400.00</i>

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Turf Maintenance					
	Mowing	x /	\$		
	Sting Trimming	x /	\$		
	Edging	x /	\$		
	Weed Control	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Tree, Shrub & Planting Bed Maintenance					
	Pruning & Trimming	x /	\$		

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Trash / Debris Management					
	Trash Removal	x /	\$		
	Leaf & Branch Removal				

Category	Item	Frequency	Cost Per Month	Time Period	Cost for Period
Facility Maintenance					
	Sweeping Roadways	x /	\$		

Total Cost Option for Option Year 4 - Period 2: \$ _____

Signature: _____ Date: _____

**EXHIBIT B
PRICING QUOTE FORM
CITY OF OVERTON MUNICIPAL CEMETERY**

ADDITIONAL AND OPTIONAL SERVICES

ITEM	FREQUENCY	COST PER UNIT PER APPLICATION	NOTES
Placement/ removal of Topsoil	Upon request		Cost Per Cubic Yard
Fertilization	Upon Request		Cost Per Acre
Aerification	Upon Request		Cost Per Acre
Seeding	Upon Request		Cost Per Acre
Insect Control	Upon Request		Cost Per Unit of Material Used
Weed Control	Upon Request		Cost Per Unit of Material Used
Mulching	Upon Request		Cost Per Tree

Signature: _____ Date: _____

**EXHIBIT C
CONTRACTOR REFERENCES**

Instructions: Proposers must identify previous federal, state, local or private contracts that they have completed and that are similar to the contract being evaluated. (List at least three (3) no more than five (5) contracts for evaluation)

Bid Contractor: _____

NOTE: If you have performed any Cemetery Maintenance contracts list them first.

Reference (Name, Address, Zip Code and Telephone # and email address)

Contact Number: _____

Type of Contract _____

Contract Dollar Value: _____

Date of Award _____

(If not complete, provide status):

Type/Extent of Subcontracting:

