

# PROPOSAL PACKET

CITY OF MASCOUTAH

Cemetery Mowing  
(317 N. County Road)

BID DUE DATE: 9:30 a.m., March 9, 2022

1. Proposal Packets and Specifications will be available in the office of the City Clerk, 3 West Main Street, Mascoutah, IL 62258.
2. The City reserves the right to waive technicalities and to reject any or all proposals and to select the lowest or best quote.
3. Payment for this work will be due upon receipt of monthly billed invoices to the City, payable within thirty (30) days of receipt.
4. All quote proposals shall be marked to clearly indicate its contents and when sent by mail, sealed proposals shall be addressed to the City Clerk as noted herein.
5. All proposals shall be filed prior to the time and at the place specified herein and all proposals received after the time specified will be returned to the bidder unopened.
6. Permission will be given to a Bidder to withdraw a proposal if the Bidder makes a request in writing or in person before the time for opening proposals.

By Order of

City of Mascoutah

Melissa Schanz, City Clerk

**BID FORM**  
CITY OF MASCOUTAH  
CEMETERY MOWING

RFQ DATE: 9:30 a.m. March 9, 2022

BIDDERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

Item

Total **PER CUT** amount for mowing entire cemetery per specifications:

- A) Mow and maintain all the grass in the Municipal Cemetery (approximately 21.5 acres) at a height of three (3) inches unless otherwise directed by the City Manager.
- B) Trim grass around all landscaping, headstones, sidewalk, curbs, gutters and paved areas.
- C) Remove grass clippings from all headstones, sidewalks, curbs, gutter and paved areas
- D) Remove all trash from all areas before and after cutting grass.
- E) Provide the Owner with a Certificate of Insurance indicating that the Contract Grantee has insurance in the amount of at least \$500,000 against bodily injury and \$500,000 of property damage.
- F) Provide the Owner with a Performance Bond or Letter of Credit in the amount of \$20,000 to insure quality of work and performance of contract terms.

Amount Per Cut: \_\_\_\_\_

**Note:** Depending on weather conditions, a normal mowing season consists of 26 cuts.

**Note:** If a quote is accepted by the City, at the time of contract a performance bond in the amount of \$20,000 will be required.

\_\_\_\_\_  
By:

\_\_\_\_\_  
Title: