

## **VILLAGE OF CASEYVILLE - REQUEST FOR PROPOSAL FOR CEMETERY MAINTENANCE**

The Village of Caseyville is requesting proposals for professional services to provide maintenance of the cemetery grounds.

### **Qualifications**

Proposals will be accepted only from qualified contractors with experience and competency in mowing and grounds maintenance. Length for services requested is for the remaining of this year (2022).

### **Nature of Services Required**

- A. Maintain cemetery grounds, including all areas within the property occupied by grave sites, future grave sites, and roadway access area. In total, this includes maintenance of approximately 5.76 acres of area used or reserved for cemetery use. Not included in the mowing are areas with wooded ravines that are not mowable.
- B. Trimming around all gravestones, markers, and guardrail within the cemetery so that vegetation around such obstacles does not exceed a height of four (4) inches. Includes removal or blowing off any grass clippings from gravestones, markers, and roadway.
- C. Trimming bushes and brush vegetation around the perimeters bi-monthly or as necessary 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.

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 city 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. The Contractor shall maintain contractor's liability insurance in the amount of \$100,000 for all services outlined. A certificate of insurance must be submitted to the Village with the RFP.

Upon approval, contractor will need to provide a Certificate of Insurance naming the Village of Caseyville as "Additional Insured". The certificate shall contain a 30-day notification provision to the Village of Caseyville prior to cancellation or modification of the policy; Contractor agrees to provide the Village of Caseyville with the Certificate of Insurance upon receipt of a contract. Failure to submit a certificate of insurance or cancellation of said insurance without prompt replacement will be cause for immediate termination.

### **Proposal Criteria**

Proposal shall be in a sealed envelope clearly marked "Cemetery Proposal". Proposals should include qualifications, liability insurance, and per cut maintenance charge for the cemetery. Proposals must be received by 4:30 P.M. September 2nd, 2022. The Village of Caseyville will answer any question prior to

the deadline for proposals. Selection of contractor will be based on the evaluation of the proposals. The Village reserves the right to select a contractor directly from the proposals. The award may be made to the most qualified contractor whose proposal is deemed most advantageous to the Village; all factors considered. The Village reserves the right to negotiate an agreement with the selected contractor based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

## VILLAGE OF CASEYVILLE - REQUEST FOR PROPOSAL - CEMETERY MAINTENANCE

Proposal shall be in a sealed envelope clearly marked "Cemetery Proposal" and be directed to:

Village of Caseyville

Village Clerk

909 South Main Street

Village of Caseyville, IL 62232

Contractor Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

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

Cost for Cemetery Maintenance: \$ \_\_\_\_\_ per cut fee

Proposals must be received by 4:30 P.M. September 2nd, 2022.