

## **2020 Bid Specifications**

### **Comprehensive Grounds Maintenance and Burial Services for the Archbold Cemetery**

In this document, “**Archbold**” shall mean the Village of Archbold, Ohio, and “**Contractor**” shall mean the bidder.

Section 1. **Contractor** shall provide: A bid amount as an annual lump sum for “Maintenance Services” for items A – F below and an amount for “Burial Services” for item G below using the attached bid sheet. Please provide a list of Professional References with the Bid Sheet.

- a. Mowing of cemetery property on a regular basis in order to provide a pleasing aesthetic appearance at all times.
- b. Trimming around all stones, monuments, etc. with mechanical trimming equipment. (No Roundup or equivalent weed killer will be used.) An exception may be allowed in driveway areas, if approved in advance by **Archbold**.
- c. Picking up and disposing of leaves in the fall of the year.
- d. Spraying of dandelions and broadleaf (Once per year.) **Contractor** shall be responsible to comply with all applicable laws and licensing requirements for applying chemicals.
- e. Keeping the area around the Cemetery Maintenance Building clean and free of any debris.
- f. Picking up tree limbs and twigs that fall from time to time and cutting up larger tree limbs that may fall. If the wood is cut and stacked to **Archbold** specifications, **Archbold** will chip this wood for **Contractor**.
- g. Burial Services. Dig graves, work with funeral directors, and vault professionals for all burials. Filling graves and reseeding of the graves. Bid for burial services shall be itemized for traditional burial, cremains and/or infants along with weekday rates and holiday/weekend rates as specified on bid sheet. On average over the past 5-years; there have been between 20 to 25 burials per year.

Section 2. **Archbold** will provide **Contractor** limited access to the Cemetery Maintenance Building for storage of grave digging forms, mowing equipment, shoring materials and small hand tools, etc. The **Contractor** may use the Cemetery Maintenance Building for their needs directly related to the maintenance of the Cemetery or Burial Services.

**Section 3. Compensation** shall be paid to **Contractor** for the period January 1, 2021 to December 31, 2021, for completion of the Maintenance Services at the approved annual bid amount, payable in 12 monthly payments. Maintenance Services shall be invoiced by **Contractor** to **Archbold** on a monthly basis per the approved bid amount. Compensation for Burial Services shall be paid based upon the actual number of burials each month and itemized on the monthly Maintenance Services invoice.

Compensation for each successive year shall be adjusted based upon the Consumer Price Index (CPI), however increases will be capped at a maximum 3% annually. This CPI adjustment will be determined based upon the previous twelve (12) month figures as released by the U.S. Bureau of Labor Statistics and information will be obtained at the Bureau's Internet site at:

[http://data.bls.gov/timeseries/cuur0000sa0?output\\_view=pct\\_12mths](http://data.bls.gov/timeseries/cuur0000sa0?output_view=pct_12mths)

**Section 4.** The initial Term of Contract shall be for 3-Years, beginning January 1, 2021 through December 31, 2023. One-year extensions may be negotiated between the parties at the end of the initial 3-Year Term.

**Section 5. Contractor** shall furnish all labor, materials, equipment and services, which are necessary for the completion of the work in accordance with the bid specifications.

**Section 6. Contractor and all Subcontractors** shall maintain Workers Compensation and Employer Liability Insurance for any employees engaged in work under this agreement. **Contractor** shall provide **Archbold** with proof of coverage. **Contractor and all Subcontractors** must have \$1,000,000 Ohio stop gap liability coverage.

**Section 7. Contractor and all Subcontractors** shall maintain Comprehensive Liability and Comprehensive Automobile Liability Insurance during the life of this agreement. Minimum coverage shall be as follows:

**Bodily Injury Liability:**

Each person - - - \$ 500,000  
Each Occurrence - - - \$ 1,000,000  
Aggregate - - - - - \$ 2,000,000

**Property Damage Liability:**

Each Occurrence - - - \$ 500,000  
Aggregate - - - - - \$ 1,000,000 (Except Auto)

**Contractor and all Subcontractors** shall provide **Archbold** with proof of coverage consisting of an insurance certificate naming **Archbold** as an additional insured before a contract is signed. All insurance documents shall be approved by **Archbold** prior to execution of the contract, and **contractor** shall provide proof of continuing insurance on an annual basis.

Section 8. It is distinctly and particularly understood and agreed upon between the contracting parties that **Contractor** shall furnish the equipment, personnel, materials and labor as spelled out under this the Bid Specifications according to its own means and methods of work which shall not be subject to control or supervision by **Archbold** except as to results of the work.

Section 9. Upon ninety days' written notice to the other, either party may terminate the agreement.

Section 10. **Contractor** shall have the right to assign its rights and interest in the contract subject to the approval of the Archbold Village Council.

Section 11. THE RIGHT is reserved by the Village of Archbold, Ohio, to reject any and all bids, or to waive informalities in bidding in the interest of the Village. Contract may be revoked by the Village Council of the Village of Archbold, Ohio for failure to fulfill duties as outlined in contract.

**Prepare and submit your bid no later than November 11, 2020 to Donna Dettling, Village Administrator on the Bid Sheet provided. Mail or drop off the bid at Village Hall, 300 N. Defiance Street, PO. Box 406, Archbold, Ohio 43502 or scan and email the bid to [ddettling@archbold.com](mailto:ddettling@archbold.com) on or before November 11, 2020.**

**Contact Rob Short, Cemetery Supervisor 419-388-1643 if you have questions about the bid specifications or the bid process.**

**Donna Dettling  
Village Administrator  
October 20, 2020**



Village of Archbold

archbold.com

300 N. Defiance Street, P.O. Box 406

Archbold, Ohio 43502

Phone 419-445-4726 Fax 419-445-0908

## Bid Sheet 2020

### Comprehensive Grounds Maintenance and Burial Services for the Village of Archbold Cemetery For the Period January 1, 2021 to December 31, 2023

#### **Bidder Information**

Company/Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_

#### **Part 1: Annual Maintenance Services - Item A- F**

(Submit bid as a lump sum for Year One.)

Amount of Bid      \$ \_\_\_\_\_

#### **Part 2: Burial Services - Item G**

(Bids shall be submitted per individual burial)

Traditional Burial:            \$ \_\_\_\_\_  
 Cremains Burial:            \$ \_\_\_\_\_  
 Infant Burial:                \$ \_\_\_\_\_  
 Weekend/Holiday Fee:      \$ \_\_\_\_\_

#### **Part 3: References**

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

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Contact Rob Short, Cemetery Supervisor 419-388-1643 if you have questions about the bid specifications or the bid process.

Donna Dettling, Administrator  
 October 20, 2020