



CITY OF MARCELINE REQUEST FOR BIDS MT. OLIVET CEMETERY MOWING

The City of Marceline hereby requests bids for the purpose of mowing City property at Mt. Olivet Cemetery to be provided in accordance with the terms, conditions and specifications established herein. Bidders may supply a bid for the 2026 season mowing season only and/or both the 2026 and 2027 mowing seasons.

Sealed bids will be received to the attention of the City Clerk, 116 North Main Street USA, Marceline, MO 64658, until **2:00 PM**, Central Time, on **Tuesday, March 3, 2026**.

It is the sole responsibility of the Proposer to assure that their bid is received by the City before the date and time set for receiving bids. Bids must be signed and sealed in an envelope prominently marked:

RFB-Mowing

The City of Marceline reserves the right to reject any or all bids, and to waive technicalities and informalities when such a waiver is determined by the City of Marceline to be in its best interest.

Signature of the bid by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein. Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto.

Submitting a bid in no way obligates the City of Marceline to compensate any contractor for any costs associated with the development of any bid.

M/WBE businesses are encouraged to apply. The City of Marceline is an equal opportunity employer.

SITE INSPECTION AND QUESTIONS:

To access the facility for inspection or for questions, the Proposer may contact Street Superintendent Adam Lichtenberg at 660.376.3528 during the Street Department's normal working hours of 7:00 AM - 3:30 PM, M-F, excluding holidays or via email at adam.lichtenberg@marcelinemo.us. The deadline for

questions shall be **Monday, February 23, 2026**. No questions will be entertained or responded to verbally during the bid period.

PROJECT SCOPE:

The City of Marceline is requesting bids for the purpose of mowing City property at Mt. Olivet Cemetery for the 2026 season only and/or both the 2026 and 2027 mowing seasons. The scope of work detailed grounds maintenance, focusing on **mowing, trimming around all monuments/obstacles, edging, blowing clippings off stones, and debris removal**, requiring specialized care for headstones, varying terrain (slopes, tight spaces), and seasonal tasks like spring/fall cleanup, with strict safety protocols to prevent damage and maintain a respectful, uniform appearance.

Mowing of the cemetery is to be completed no more often than every seven (7) days, but not to exceed every fourteen (14) days, except during periods of extended droughts, in which case mowing frequency will be approved by the City. Contractor shall provide all materials, equipment, labor, supervision and manpower essential for completion of all work.

CONTRACTOR QUALIFICATIONS:

Proposing contractors shall have experience in commercial mowing and have been in business for at least two (2) years.

Proposing contractors shall have Liability Insurance. Proof of General Commercial Liability and Property Damage Insurance, including vehicle coverage with a combined single limit for injury and/or property damage of not less than \$250,000.00 per occurrence with an annual aggregate of not less than \$500,000.00 (preference will be given to \$1,000,000.00 per occurrence with an annual aggregate of \$2,000,000.00) and proof of Workman's Compensation Insurance with statutory limits required by any applicable state law and Employers Liability Insurance with minimum limit of \$1,000,000.00 per accident if Contractor has five (5) or more employees. Contractor shall make the City an additional insured on each policy of liability insurance that bidder is required to maintain under the contract documents. Contractor's insurance will be primary and noncontributory to any insurance of the City. Nothing in the insurance shall waive any defenses of the City including but not limited to sovereign immunity or official immunity.

PROJECT QUALIFICATIONS:

- 1) The proposal shall include all necessary work for the project, including the scope of work concept and specifications provided below.
- 2) The Contractor is responsible for verifying existing site conditions.
- 3) **The mowing of the cemetery, trimming around all monuments/obstacles, edging, blowing clippings off stones, and debris removal.**

- 4) All work shall be accomplished in accordance with the applicable Federal, State, and Local Codes and restrictions.
- 5) Provision of all equipment, fuel, and manpower to perform the work.

SUBMITTAL REQUIREMENTS:

- 1) Up to three (3) reference projects of a similar type as possible to include project name, customer, location and date. A Customer reference familiar with the project and phone or email contact may be requested if needed during the evaluation process.
- 2) Price Per Mowing
- 3) Certificate of Insurance(s)