

**REQUEST FOR BIDS
CEMETERY SEXTON SERVICES
CITY OF JONESVILLE**

The City of Jonesville is seeking bids from qualified contractors and individuals to provide sexton services on a contractual basis. The City of Jonesville is located in the northern half of Hillsdale County, about 20 miles northeast of the point where the Michigan, Indiana and Ohio borders meet. The City of Jonesville will soon take possession of Sunset View Cemetery, located on East Chicago Street at the eastern border of the City. The cemetery was previously owned and operated by Fayette Township.

Scope of Services:

The City is seeking to contract with an individual or firm to perform the duties of Cemetery Sexton, as required by the laws and statutes of the State of Michigan and the rules and ordinances of the City of Jonesville. The following is a list of the minimum services to be provided for interments and services:

- Opening and closing graves.
- Foundation placement.
- Leveling and seeding all new graves.
- Leveling and seeding old graves that have settled.
- Show available grave sites to family.
- Assist in locating sites at the Cemetery.

The following is a list of grounds keeping and property maintenance services required:

- Cutting the grass and trimming around stones and markers.
- Removing dead flowers from new graves, removing winter grave blankets and other grave decorations in spring and fall.
- Raking leaves from all sections of the cemetery during the fall and spring.
- General clean up, including removal of fallen tree limbs and brush.
- Emptying all rubbish containers.

Note: City staff will be responsible for snow removal on Cemetery roads and along the public sidewalk.

The City may contract with one bidder to provide services for interments and services, as well as grounds maintenance, or may consider other arrangements for grounds maintenance. Bidders should provide the proposed cost for providing only interments and services, as well as the cost to provide all services listed above.

The City has equipment available at the Cemetery to complete many of the services, including a backhoe, mowers, trimmers, and a grave warmer.

Qualifications

Bidders must include a list of current clients, and a minimum of three references. The bidder must also identify the number of employees that they have available to provide the required services, particularly where the bidder provides services to multiple cemeteries. The City will consider the bidder that, in its sole judgment, demonstrates the skills and abilities to develop effective working relationships with the staff, officials, and public.

Project Cost and Contract

The fee for services must be described in the proposal. Please specify whether fees are billed at an hourly rate, by each service, or flat charge. Billing procedures and payment terms should also be included. Please provide pricing for 1 and 2 year terms. The City expects to execute a contract for services for a 1 or 2 year term with the successful bidder. Standard contract terms are expected, including the requirement that the successful bidder carry appropriate liability insurance.

Proposal Evaluation

Proposals will be evaluated on a qualifications basis. Factors to be considered include the qualifications and experience of the bidder, compatibility of the firm/individual to work with City staff and officials, familiarity with and understanding of the City of Jonesville, and proposed fees. The City may choose to interview one or more candidates prior to recommending a final selection to the City Council.

The City expects to take possession and responsibility for the Cemetery on or about October 14th. Bidders should indicate whether they are able to provide services at that time, or the soonest after that date that they would be available to contract for services.

Submittal Instructions

To be considered, proposals must be submitted in a sealed envelope, clearly marked: BID – CEMETERY SEXTON and received by 4:00 p.m. on Friday, October 3, 2014 by mail or hand delivery to:

Jeff Gray, City Manager
City of Jonesville
265 E. Chicago St.
Jonesville, MI 49250

Reservations

The City reserves the right to accept any bid, to reject any or all bids, to waive defects in bids submitted in response to this request, to negotiate with bidders, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Bids.