



The City of Rusk is requesting bids for the maintenance of the Cedar Hill and Rusk Memorial Cemeteries.

Specifications for the maintenance contract can be obtained at the City Secretary's office located in City Hall, 108 East 5th Street Rusk, Texas call (903) 683-2213. The bids shall be sealed and marked "BID – MAINTENANCE CONTRACT ON THE CEDAR HILL AND RUSK MEMORIAL CEMETERY." Sealed bids will be accepted until Wednesday, November 8, 2023 at 11:00 a.m. The bids will be opened and read aloud publicly at that time at City Hall in the meeting room.

The City Council reserves the right to reject all bids and to accept the one most advantageous to the City of Rusk.

A handwritten signature in blue ink that reads "Cinda Etheridge". The signature is written in a cursive style and is positioned above a horizontal line.

Cinda Etheridge
City Secretary

Dated: October 1, 2023

EXHIBIT "A"

Bid Packet for Cedar Hill and Rusk Memorial Cemetery Maintenance

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The bids shall be sealed and marked "BID – MAINTENANCE CONTRACT ON THE CEDAR HILL AND RUSK MEMORIAL CEMETERY."

Sealed bids will be accepted until Wednesday, November 8, 2023 at 11:00 a.m. The bids will be opened and read aloud publicly at that time at City Hall in the meeting room. The City Council reserves the right to reject any and all bids and to accept the one most advantageous to the City of Rusk.

The following are requirements for meeting the minimum qualifications for the maintenance of the Cemeteries. This is not an exhaustive list and other requests may be made of the successful bidder. An example would be the occasional need to mow the cemetery more often than is required by the minimum number specified in the contract.

- Provide evidence of General Liability Insurance with a minimum \$1,000,000 coverage. The City of Rusk will be an additional insured.
 - Proof of insurance coverage will be required annually.
- Must provide a list of equipment with the bid.
 - Equipment must be maintained in good working order throughout the contract period so as to ensure no "down time."
- Must provide a list of references and experiences
 - Provide a copy of this list with the bid
- Indicate the dollar amount of the bid on a per year basis.
- Bids will be opened on Wednesday, November 8, 2023 at 11:00 a.m.
 - Bidder may be present at bid opening but not required to be.
 - Successful bid will be awarded by the City Council at the next Council meeting on November 9, 2023, starting at 5:30 p.m. Bidder does not have to be present at the Council meeting but may wish to be in order to answer any questions that the Council might have.
- Anything that is unclear in this bid process should be addressed to the City Manager prior to making a final bid.
- A contract will be awarded to the winning bidder for a period of time not to exceed two years.
- Please provide a telephone number at which you can be reached.
 - Bidder awarded the contract shall maintain a telephone number at which the City can contact the Cemetery Maintenance company seven days a week in case an unexpected emergency arises.

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SERVICES TO BE PERFORMED

1. MARCH 1 THROUGH OCTOBER 31
 - a. Mow both cemeteries three times monthly from March 1 through October 31. Mowing shall be completed within three days.
2. NOVEMBER 1 THROUGH FEBRUARY 28
 - a. Mow both cemeteries twice monthly November 1 through February 28. Mowing shall be completed within three days.
3. GENERAL CONDITIONS
 - a. Special attention should be given to any Holidays that occur during the mowing periods specified above and mowed accordingly.
 - b. Level each grave three months after burial.
 - c. Edge curbs, headstones, footstones, each time of mowing.
 - d. Dispose of all trash, debris, grass clippings, etc.
 - e. Remove flowers from the ground at the graves in order to mow and edge and place flowers back once complete.
 - f. Remove artificial flower arrangements from the graves once they become objectionable because of deterioration. Also remove live flowers and containers after seven days of placement on the grave.
 - g. Fill all sunken spots, holes and erosion on the graves to make them smooth or slightly mounded. The City will supply sand or dirt in one or two central locations around each cemetery.
 - h. Rake and bag leaves, bag litter and debris, pick up fallen limbs and remove as often as needed.
 - i. Invoice for payment shall be submitted the last day of each month.

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