

**BID PROPOSAL
FOR
LIBERTY HILL CEMETERY ASSOCIATION
PROPERTY MAINTENANCE**

BID PROPOSALS SHOULD BE MAILED TO:

**LIBERTY HILL CEMETERY ASSOCIATION
P. O. BOX 73
LIBERTY HILL, TX 78642**

OR

SUBMITTED IN PERSON

*** AS SPECIFIED IN THE ATTACHED INVITATION FOR BIDS**

Additional information can be obtained from the General Manager. Site visits prior to bidding are encouraged and can be scheduled with the General Manager. Please contact Kathy Canady at 512-775-7654 or 512-778-6792 for scheduling site visits.

**FINAL DATE OF BID ACCEPTANCE*
November 19, 2020
2:00 PM CST**

Invitation for Bids

Property maintenance including mowing for Liberty Hill Cemetery Association (LHCA) properties.

Sealed bids for the contract term of two calendar years for the performance of general maintenance including mowing of the properties of the LHCA must be received on the attached LHCA bid proposal form. Sealed bids may be hand delivered to the General Manager at 1100 Loop 332 Liberty Hill. Bids may be delivered to this address between 9am and 4:30pm Monday thru Thursday until November 18, 2020. Bids may be delivered to the LHCA office at 107 Brown Bridge Road on November 19, 2020 between the hours of 9am and 2pm. No bid will be accepted after 2pm on November 19, 2020. Bids may also be mailed to the Liberty Hill Cemetery Association at P. O. Box 73, Liberty Hill, Texas 78642 and must be postmarked no later than November 17, 2020.

Scope of Work describes the required maintenance at the LHCA properties. The scope includes insurance requirements and other specifics. A resume of prior similar work performed within the last three years must be included with each bid proposal. References are not required but are recommended and will be taken into consideration. The scope of work is available for download within the bid packet at www.libertyhillcemetery.com or a bid packet may be picked up from the General Manager Kathy Canady at her office located at 1100 Loop 332 in Liberty Hill between the hours of 9am and 4:30pm Monday thru Thursday.

The LHCA reserves the right to reject any and all bids at its sole discretion. Bids must be honored for at least 60 days after the bid date. Bidders will enter into the attached contract for a term of two years for the scope of work. It is anticipated that the term of the work will begin January 1, 2021 and end December 31, 2023.

Prospective bidders are encouraged to contact the General Manager Kathy Canady at 512-775-7654 or 512-778-6792 to set up an appointment for a site visit and a discussion of the expected quality of work.

LIBERTY HILL CEMETERY ASSOCIATION
PROPERTY MAINTENANCE CONTRACT

1.

THIS AGREEMENT (the "Contract") is made and entered into by and between the Liberty Hill Cemetery Association ("LHCA") and _____ ("Contractor") for the purposes delineated herein.

2.

Contractor agrees to perform all tasks included within the Scope of Work included herein as Exhibit A. Those tasks consist primarily of landscape maintenance of the LHCA properties. The LHCA properties consist of the properties located at 107 Brown Bridge Road (the Taylor Smith Cemetery) and 16101 State Highway 29 (the Liberty Hill Cemetery). All such work shall be performed as directed by the LHCA's General Manager. Any work to be performed outside the Scope of Work shall be done only with prior written authorization by the General Manager.

3.

This Contract shall be for a term of two (2) years, commencing on January 1, 2021, unless sooner terminated by other provisions herein.

LHCA reserves the right to terminate this Contract at any time, with or without cause, by providing Contractor with thirty (30) days prior written notice to Contractor.

4.

LHCA agrees to pay Contractor \$_____ per month for satisfactorily completing the tasks included within the Scope of Work each month. A log must be kept of all hours and work performed at the Cemetery locations and submitted monthly prior to receiving payment. Payment for each month shall be sent to Contractor at the below address not later than the tenth (10th) day of the following month. At Contractor's option, payment may be picked up from the General Manager after the fifth (5th) day of the following month.

Contractor: _____

Address: _____

Phone: _____

Email: _____

5.

Not later than the fifth (5th) day of the following month, the General Manager shall notify Contractor of any unsatisfactory work done during the prior month. Such notification shall be in writing and contain sufficient detail for Contractor to correct the deficiency. Contractor shall have fifteen (15)

days to correct the deficiency. The prior month's payment may be withheld by the LHCA until said deficiency is corrected.

6.

Contractor shall maintain Workers Compensation Insurance at the statutory limits, General Liability Insurance coverage at a minimum of \$2,000,000.00 in the aggregate with \$1,000,000.00 per occurrence.

Contractor shall immediately notify the LHCA in writing if the Workers Compensation policy and/or the General Liability policy required herein are cancelled or modified at any time during the term of this Contract. Failure to maintain the Workers Compensation policy and/or General Liability policy shall be considered a material breach of this Contract.

7.

This Contract constitutes the entire agreement between the parties and may not be amended except in writing.

Performance by Contractor under this Contract may not be assigned to another entity without prior written consent of the LHCA.

This Contract is fully performable in Williamson County, Texas and shall be interpreted in accordance with the laws of the State of Texas

This Contract may be executed in duplicate originals.

IN WITNESS HEREOF, this Contract is executed by authorized representatives of LHCA and Contractor noted below on this ____ day of December, 2020:

Liberty Hill Cemetery Association:

Name

Title

Contractor:

Name

Title

EXHIBIT A

Liberty Hill Cemetery Association

Property Maintenance Contract

Scope of Work

Contractor shall:

- Furnish all labor, equipment, and materials required to mow, edge, trim, and clean as specified in this Scope of Work for the LHCA properties located at 107 Brown Bridge Road (the Taylor Smith Cemetery) and 16101 State Highway 29 (the Liberty Hill Cemetery).
 - o Mowing shall include cutting all grass areas to a consistent height of approximately 3 ½" to insure that the height of the uncut grass shall never exceed 6". Mowing shall include the removal of leaf buildup during the fall and winter around all buildings and along all fences.
 - o Edging shall include all perimeter areas adjacent to paved surfaces or structural edges. Curbing, headers, and walkways shall be edged to maintain consistent edged lines. The use of herbicides in lieu of mechanical edging shall be permitted only with prior authorization of the General Manager.
 - o Trimming shall include all grassy areas around trees, bushes, headstones, and other physical obstacles where mowers or edgers cannot be used. Trimming shall conform to the same height as the surrounding mowed grass. Trimming shall also include low hanging branches (under 6 ½').
- Conduct general maintenance including the removal of general trash, broken limbs, blown flowers, and similar debris. All such debris, branches, and trimmings shall be placed in an area (or dumpster) designated by the General Manager.
 - o General maintenance shall also include unstopping clogged drainage pipes and clearing overgrown drainage areas.
 - o General maintenance shall also include cleaning individual unmaintained gravesites at the direction of the General Manager.
- Be responsible for the repair of any damage caused by maintenance activities and shall immediately report any such damages to the General Manager.
- Notify the General Manager (by phone, email, or in person) prior to conducting any maintenance activities on the LHCA properties.
- A monthly log must be kept of all hours and work performed at the Cemetery locations. Log is required to be submitted prior to receiving monthly payment.