

Hamilton Township Cemetery

Bid Information

Cemetery Locations:

1. **Maineville Cemetery** is located on East Foster-Maineville Road, across from the Hamilton-Maineville Elementary School.
2. **Murdock Cemetery** is located on Murdock-Goshen Road.
3. **Hopkinsville Cemetery** and **Community Center** are located at 131 West US 22&3, just south of State Route 48.
4. **Zoar Cemetery** is a private cemetery that the Township maintains and is located on Zoar Road near Joy Acres Trailer Park and before Cochran Road.
5. **Baker Cemetery** is a private cemetery that the Township maintains and is located on 22&3 just before you get to Stubbs-Mill Road and across from Fire Station 77.

Contractor Responsibilities:

1. The Township anticipates an average of 16 mowing's per year. All mows shall cover the entire cemetery property to the established tree line. Weather may cause an adjustment to the total number of mows per year. Bids shall be based on 16 cuts.
2. Live flowers may be removed from the graves after one week and the artificial flowers are to remain so long as they are not separating from their form and blowing over the cemetery.
3. Bidder must provide a listing of equipment used. The successful bidder may not assign the contract to a subcontractor or independent contractor. All persons performing work must be employees of the successful bidder with proof of legal work status to be provided upon request.
4. Those wishing to bid on the mowing for the above must provide a copy of the Bureau of Workers Compensation Certificate as well as Liability Insurance.
5. All gas and tools will be provided by the company that is awarded the bid.
6. All headstones and footstones are to be cleaned of debris after mowing.
7. All tree limbs and any debris that needs to be cleared as part of regular maintenance is to be included in the bid.
8. Flower beds at the Community Center will be cleared of weeds and grass as needed during the growing season.

Instructions to Bidder :

1. **Bidder Identification.** Bid proposals must contain the name of every person, firm, or corporation interested therein.
2. **Bid Opening and Bid Results.** Bids are open publicly by the Hamilton Township Administrator on February 17, 2017 at noon. The bids will then be forwarded to the Hamilton Township Trustees for a decision at their regularly scheduled meeting on March 1, 2017. Interested parties are invited to attend the bid opening. A tabulation of bids received will be available within a reasonable time after the bid opening. Bid results will be faxed or mailed to interested parties upon request.
3. **Bid Submittal Deadline.** Bids must be submitted in a sealed envelope and should be properly identified as "Cemetery Bid". Bids must arrive at the Hamilton Township Administration Building, 7780 South State Route 48, Hamilton Township, Ohio 45039 at the Public Works Director's Office no later than 12:00 p.m. (noon) local time February 17, 2017. Telephone, telegraphic, facsimile, electronic, and late bids will not be accepted or considered. It is the Bidders' responsibility to see that their bids have sufficient time to be received before the Bid Submittal Deadline.
4. **Bid Withdrawal.** Bidders' authorized representatives may withdraw bids only by written request received by the Public Works Director before the Bid Submittal Deadline. After that time, Bidders may not withdraw their bids for a period of sixty (60) days from the Bid Submittal Deadline. At no time may the successful Bidder(s) withdraw his/her bid.
5. **Informed Bidders.** Before submitting bids, Bidders must fully inform themselves of the conditions and maintenance requirements within the cemeteries. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error. A site visit to each of the cemeteries will be hosted by the Township on January 27, 2017 at 10:00 a.m. at the Administration Building at 7780 South State Route 48, Hamilton Township, Ohio 45039. This will be the only opportunity bidders will have to visit the facilities and no other guided visitations will be permitted. Copies of the current cemetery mowing agreement are available upon request.
6. **Late Bids.** Bids not received by the Bid Submittal Deadline are late. Late bids will be returned to Bidders unopened.
7. **Prices, Notations, and Mistakes.** All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs bid. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.
8. **Questions, Interpretation, or Correction of Quote Documents.** Bidders shall notify the Public Works Director promptly of any error, omission, or inconsistency that may be

discovered during examination of the solicitation. Request for interpretation, correction, or clarification shall be made in writing to Kenny Hickey, Public Works Director either by email or facsimile, and addressed to Kenny Hickey (khickey@hamilton-township.org) or (513) 683-4325 and shall arrive no later than February 3, 2017 at noon. Hamilton Township reserves the right not to answer any questions received after the deadline. Bidder's company name, address, phone, and fax number and contact person must be included with the questions or comments.

9. **References.** All Bidders must supply a list of at least three (3) references.
10. **Clarification, Corrections, or Changes to Specifications.** All clarifications, corrections, or changes, to the solicitation documents will be made by Addendum only. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at a pre-bid conference. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All Addenda issued shall become part of the Agreement documents. Addendum will be sent to all known solicitation holders by facsimile or US mail. It is the Bidders sole responsibility to ascertain that it has received all Addenda issued for this solicitation. All Addenda must be acknowledged on "Attachment A".
11. **Issuing Agency.** WARNING: Contractors who have received this document from a source other than the Hamilton Township should immediately contact the Issuing Office and provide their name and mailing address in order that amendments to the bid or other communications can be sent to them. Contractors who fail to notify the Issuing Office with this information assume complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.
12. **Acknowledgement of Addendums.** If it becomes necessary to revise any part of this bid, notice of the revision will be given in the form of an amendment to Contractors who are on record with the Township as having received this bid request. All amendments shall become a part of this bid. Each Contractor must acknowledge receipt of amendments, and the failure of a Contractor to acknowledge any amendment shall not relieve the Contractor of the responsibility for complying with the terms thereof.
13. **Bidder shall complete the attached document clearly stating the total price for all items listed under "Contractor Responsibility" listed in this packet.**

Place this sheet in the Bid Envelope.

Bid Sheet

Name _____

Address _____

Total Price for all items in the bid packet listed under "Contractors Responsibilities" based on 16 cuts.

Attach a copy of Liability Insurance.

Attach a copy of the Workers Compensation Certificate.

Bidders Signature