



**QUOTE PROPOSAL FOR CEMETERY MOWING
FOR SWAN CREEK TOWNSHIP, FULTON COUNTY, OHIO**

**Sealed Bids will be accepted until:
Noon on Monday, December 5th, 2022**

Location: Swan Creek Township Administrative Office
5565 County Road D
Delta, Ohio 43515

For your convenience there is also a drop box located at the front entrance of the administrative office.

An appointment can be made to meet at Swanton Cemetery to review the expectations and answer questions by calling 419-822-4371.

Quote Submitted by:

Contact

Company

Address

City, State, Zip

Phone

Email

*TRUSTEE: Rick Kazmierczak
TRUSTEE: Gene Wilson
TRUSTEE: Brian Meyer*

*FISCAL OFFICER: Josie Stultz
ADMINISTRATOR: Dawn Wheatley
ZONING INSPECTOR: Lisa Wylie
MAINTENANCE SUPERVISOR:
Matthew Stout*



INSTRUCTION FOR QUOTERS
PLEASE READ CAREFULLY AND INCLUDE ALL NECESSARY ITEMS WITH QUOTE

1. All proposals must be in a sealed envelope marked as "Quote for Swan Creek Township Cemetery Mowing" along with the name and address of the quoter. Quotes will be opened at the Regular Swan Creek Township Board of Trustees meeting, 5565 Co Rd D, Delta, OH 43515 on December 5th, 2022. Quotes must be received by the township no later than noon on December 5th, 2022.
2. Please use ink when filling out the quote proposal. Quote shall be quoted per one mowing of each cemetery.
3. Swan Creek Township reserves the right to waive any irregularities in the quoters procedure that conflict with the Ohio Revised Code, and the right to reject any and all quotes.
4. The appropriate "Quote Guarantee", proof of liability insurance, workers compensation certificate, personal property tax affidavit, and non-collusion affidavit must accompany each quote.
5. Quotes should include 3 references for which related work has been performed.
6. The contractor shall correct any defects once notified by the Township Representative.
7. The Contractor is an independent contractor and is solely responsible for all employees and all property damage caused by the contractor or the contractor's employee's negligence. Contractor will provide proof of liability insurance and Worker's Compensation coverage.
8. Remember that the cemetery is a solemn place that deserves to be treated with honor and respect.
9. At the end of each month the contractor shall submit a summary of the total number of mowing's per cemetery for that month, unless otherwise agreed upon.

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**QUOTE PROPOSAL FOR CEMETERY MOWING
FOR SWANCREEK TOWNSHIP, FULTON COUNTY, OHIO**

The mowing, maintenance, and care of the following Township cemeteries in Swancreek Township. The undersigned proposes and agrees to furnish all equipment to do the necessary work for the care and maintenance of said cemeteries during the mow season starting on April 1st and ending on November 30th.

Cemetery	Location	Acreage
Swanton (Centerville)	7255 Co. Rd. 1-1 Swanton OH	13.38
Raker	Co. Rd. D & Co. Rd 6-1	7.0
Shiloh	Co. Rd. 5 & Co. Rd B	2.22
St. John's Lutheran	Co. Rd. 4 Between C & D	.5
Keene	Co. Rd. 5-2 Between E & D	1.2

Contractor should quote totals for all 5 cemeteries per week. \$_____ per week.

List of Duties Include:

1. Mow & trim cemetery/cemeteries. Including the fence line, trees, and gravestones.
2. Any paver areas should be free of weeds and grass either by use of weed control spray or pulling by hand.
3. Only with WRITTEN permission by the Board of Trustees may the contractor use chemical weed control or materials on the grounds to aid with trimming. The quote must reflect the cost, state areas that will be sprayed and a copy of your spray license should be included with this bid.
4. The Cemeteries' sidewalks, drives, columbarium area, parking area, headstones, and footers should be free of grass clippings.
5. Care must be exercised not to move or damage gravestones & markers.
6. Remove dead flowers, decorative items, trash, and tree limbs that are in the mowing path.
7. Contractors will advise the Township Administrator of all related cemetery problems.
8. Mowing and trim work should be completed prior to Memorial Day and Labor Day holidays.
9. At the end of each month the contractor shall submit a summary of the total times each cemetery is mowed, unless otherwise agreed upon.

The Board of Trustees reserve the right to reject any or all quotes.

***** Swancreek Township can terminate this contract immediately if the ***
contractor does not adhere to the requirements listed.**

**PERSONAL PROPERTY TAX AFFIDAVIT FOR 2023 CEMETERY MOWING CONTRACT
FOR SWANCREEK TOWNSHIP**

State of Ohio Section 57 19.042 ORC County of _____

Before me, a Notary Public, in and for said county, personally appeared

_____ Contractor(s) who being duly sworn deposes and says that

at the time the quote was submitted he/they owed \$ _____ in

delinquent personal property taxes, and \$ _____ in penalties

and interest as shown on the general tax list of personal property for Fulton County, Ohio.

_____ Contractor

_____ Sworn to before me and signed in my presence

this _____ day of _____, 2022.

Notary Public

My commission expires: _____

NON-COLLUSION AFFIDAVIT

Swancreek Township 2023 Cemetery Mowing Contract State of Ohio, County of _____

I, _____ (name of party signing affidavit),
_____ (title), Being duly sworn, do depose and say:

That _____, its agent(s), officer(s), or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive quoting in connection with this proposal.

Signature

Title

Sworn to and subscribed before me this _____ day of _____, 2022.

Notary Public

My commission expires: _____

