

**CONTRACT**  
**SCOPE OF WORK**  
**ROUND HILL CEMETERY**

The specifications contained herein provide for the management and care of all exterior landscaped areas. The extent of service is suggested, but is not necessarily limited to the items listed herein. This program is designed to enhance and promote healthy growth habits of all landscaped material.

**I. PERIOD OF COVERAGE**

The contract shall commence on April 8, 2024 and continue through October 21, 2024. This spans approximately 28 weeks of mowing season.

**II. GENERAL SPECIFICATIONS**

**A. INSPECTION OF SITE**

The work included in the contract will consist of furnishing all labor, equipment and materials, and performing all operations in connection with the maintenance requirements as specified.

**B. GENERAL DESCRIPTION OF WORK**

1. Activity summaries/invoice shall be submitted to the owner that will include all landscape activity conducted on a monthly basis, at the discretion of the Contractor. Contractor responsible for reporting to the Director of Public Works any recommendations for improvements of project site or the implementation of the contract requirements.
2. The Area Scope of Work is defined as the current area mowed, which is defined on Attachment A. The Contractor will not be required to maintain the bank along Church Street.
3. The Contractor shall supervisor the work or shall have an authorized representative at the site at all times to act for him/her. All work shall be performed by trained and qualified personnel. Adequate personnel and equipment shall be used to assure the timely completion of landscape management as weather conditions permit.

**C. EQUIPMENT**

1. Equipment shall be in good working order, capable of cutting acreage at this location.
2. Turf mowing equipment shall consist of trimming, hand and mechanized mowers. Blades shall be kept sharp to assure that grass blades are cut and not torn during mowing operations. Mowing equipment shall be adjustable to vary mowing height. Chemical repression of vegetation growth is prohibited except by written permission of the Director of Public Works.

**III. TURF MAINTENANCE**

- A. Turf adjacent to vertical surfaces, signposts, trees, light figures, etc. shall be line trimmed to maintain a height in accordance with surrounding areas.
- 3. Fence lines, chain link and wood post, shall be kept clean and trimmed.  
Chemical repression of vegetation growth is prohibited except by written permission of the Director of Public Works.

**IV. TREE AND EVERGREEN CARE**

- A. The contractor is not responsible for trimming trees or shrubs. If pruning is necessary or suggested, the contractor is to notify the Town's Director of Public Works.

**V. GENERAL SITE CLEAN-UP**

- A. General site clean-up and approved offsite disposal of all pruning, grass clippings, and any other debris created by the landscape maintenance operations shall be provided as part of the landscape maintenance operations and shall be provided as part of the landscape maintenance contract. An on-site, town approved disposal site is provided.
- B. Any debris in the path of mowing should be picked up and properly disposed of.
- C. Mow with discharge away from buildings, vehicles and pedestrians.

**VI. GUARANTEE**

- A. Turf, trees, shrubs, flowers, monuments, etc. that are damaged due to the contractor's negligence, shall be replaced by the contractor at his/her expense.

**VII. MISCELLANEOUS**

- A. Certificate of Insurance
  - 1. The contractor shall furnish certificates of liability insurance, along with a valid Town of Marion business license.
  - 2. Certificates shall be filed with the Town of Marion before work is started and contain a thirty (30) day written notice of cancellation clause.
- B. Mowing and trimming around cemetery headstones and on-site structures must be done with extreme care, in a professional manner and to the satisfaction of the Town of Marion. Coming in contact with cemetery headstones while using mowing and/or trimming equipment so as to cause scrapes or gouges must be avoided. Significant damage to any monument or headstone must immediately be reported to the Director of Public Works.
- C. Any accumulation of lawn clippings or brush cuttings must be removed and all headstones and footstones must be trimmed and cleaned from all clippings after every mowing.
- D. Frequency of mowing:  
Beginning April 8, 2024 thru July 31, 2024, the cemetery will be mowed a minimum of three times per month.

August 1, 2024 thru September 30, 2024, the cemetery will be mowed a minimum of two times per month.

With one final mowing, in the month of October, 2024.

This schedule is subject to change due to extreme growth or drought conditions, at the written direction of the Director of Public Works.

- E. Compensation for specialty work or tasks outside of the general scope of this contract will negotiated with the Director of Public Works.
- F. **RESTRICTIONS - NO MOWING** will take place on Sundays or during burial service.
- G. Failure to adhere to and perform under the conditions of this contract will constitute grounds for termination of the contract at the discretion of the Director of Public Works.

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Yearly Cemetery \$ \_\_\_\_\_

**Payment will be made on a monthly basis, and will calculated as a weekly rate based on the yearly bid rate divided by 28 weeks of seasonal activity.**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Town Manager, Town of Marion