

HOPKINS TOWNSHIP
128 S Franklin St
PO Box 217
Hopkins, MI 49328
supervisor@hopkinstownship.org

BID SPECIFICATIONS FOR
CEMETERY MAINTENANCE AND GROUNDSKEEPING SERVICES

1. The term of the agreement shall be for two years beginning in April 2024 and ending November 2025 and may be extended by mutual written agreement of the parties. **The contractor must bid an annual \$ amount for Maintenance and Groundskeeping.**
2. The payment schedule for services shall be in seven equal payments beginning in May and ending in November.
3. The contractor shall render the following services weekly: grass mowing, branch removal and grass trimming around cemetery headstone markers, shrubs, trees, plantings, and buildings. Leaf removal shall be done as necessary to mow, but once per year, spring or fall. Routine trimming of tree branches and bushes and other incidental maintenance and groundskeeping tasks as directed by the cemetery sexton at Maplewood, Lakeview, and Round/Andrews Cemeteries in Hopkins Township. The contractor shall be responsible for recommending the need for spreading fertilizer at each cemetery and shall email written additional cost proposal to the Township Sexton. (this contract shall not include snow removal and burials) (estimated number of weeks of service per year, 26 to 32)
4. The contractor shall render the following services annually, two weeks prior to Memorial Day: The placement of a flag holder and flag on all Veterans graves with the help and direction of the sexton.
5. The satisfactory performance of the services rendered pursuant to this agreement is to be conclusively determined by the Hopkins Township Board.
6. The contract may be terminated at will by either party upon 30 days' written notice at the above stated address.
7. The contractor shall have the responsibility for providing, maintaining and operating all mowing, trimming and other equipment necessary to perform the above-listed duties.
8. Contractor shall provide Hopkins Township annually with written evidence of adequate liability and workers compensation insurance coverage and shall indemnify and hold Hopkins Township harmless from any damages, loss, claim,

settlement judgment or award arising from or during its activities performed pursuant to the agreement.

9. The contractor shall promptly report by email any suspected violations of cemetery rules or unusual incidents or any safety issues or conditions requiring management action to the Township Supervisor and Township Sexton.
10. The contractor, his employees and agents are independent contractors and not hires or borrowed employees of the Township and therefore, the Township shall not withhold from any payments, pursuant to the agreement, any state or federal income tax, social security, unemployment, or workers' compensation benefit or any other employee benefit program.
11. If the contractor performs additional services that are not included in this agreement, the payment of such shall be determined at such time as the Township Board deems additional services are necessary.
12. Hopkins Township Board reserves the right to accept or deny all bids at its discretion and preference will be given to contractors that submit bids for both the cemeteries and Hilliards Park.

Hopkins Township Cemeteries are:

Maplewood Cemetery, located on the corner of 130th Ave and 17th Street.

Lakeview Cemetery, located on 22nd Street, North of 130th Ave.

Round/Andrews Cemetery, located on 15th Street, South of 128th Ave.

Send sealed bids to:
Hopkins Township, Supervisor
Mowing Bids
PO Box 217
Hopkins, MI 49328