

City of Buffalo



329 Dodge Street Buffalo IA 52728

(563) 381-2226

Date 3/17/2025

**REQUEST FOR PROPOSALS (RFP)**  
**Rose hill cemetery mowing contract**

The City of Buffalo will receive proposals for mowing city property. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria, and selected information.

Sealed proposals will be accepted until 4:00 p.m., April 11, 2025, at the City Hall in Buffalo, Iowa. If mailed, the proposals should be mailed to:

City of Buffalo

P.O. Box 557

Buffalo, Iowa 52728-0557

Those submitting sealed proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for the RFP Mowing Contract and the name of the Company submitting the proposal.

The contract for services will be opened April 14, 2025, at the city council meeting. At that time the council will consider all bids and either award the bidder or reject all bids.

Further information may be obtained from Tanna Leonard City Clerk at 563-381-2226 or email to: [buffalocityhall@mchsi.com](mailto:buffalocityhall@mchsi.com)

Please provide estimates:

- 1) Mowing contract for 2025

**I. SPECIFIC REQUIREMENTS**

## **1. Definitions.**

Scope of the Work. The Contractor shall provide the mowing and lawn maintenance services to the City as described in Exhibit A. The Contractor shall furnish all materials and equipment and perform the mowing and lawn maintenance services at the areas designated by the City.

The work to be performed for each year shall commence on or before April 1 and shall continue until October 31.

**2. Indemnification.** The CONTRACTOR hereby agrees to indemnify and protect the CITY OF BUFFALO from all suits, claims, and actions brought against it, and all costs or damages, which the CITY OF BUFFALO may be put to by reason on injury, to the person or property of another in the execution of this contract, or the performance of said work, and to this end the CONTRACTOR agrees at all times hereunder to keep itself insured against liability in the following amounts:

1. Workmen's Compensation as required by statute.
2. Public Liability and Property Damage:
  - i. \$500,000 Each combined single incident
  - ii. \$250,000 Motor Vehicle Bodily Injury per person
  - iii. \$500,000 Each accident
  - iv. \$1,000,000 Property damage
  - v. \$1,000,000 Excess, Blanket Basis, Liability Umbrella
- 2) Prior to commencing work, the CONTRACTOR shall name the CITY as a co-insured and file with the CITY Clerk certificates of insurance evidencing such coverage. Such certificates, or their replacements, shall be continuously on file with the CITY during the full term of this contract.

## **3. Job Description**

### **Exhibit A**

Payment for the contractor will be the gross amount divided between the months of April thru October evenly, approved at the regular Council meeting the first Monday of the month. If the contractor quits or resigns, he forfeits the remaining month's payments.

The contractor will supply all equipment and fuel to do the job as described. He shall carry proper insurance and workman's compensation insurance and be totally responsible for anyone working for him. It is preferred that no one under the age of 18 will be allowed to operate

equipment on the premises.

Height of grass at all locations shall be maintained at 2"-3" at all times unless otherwise noted.

**NO GRASS SHALL BE BLOWN INTO ANY OF THE STREETS. NO EXCEPTIONS**

### **FREQUENCIES**

**ALL ITEMS LISTED IN THE CONTRACT SHALL BE MOWED AND TRIMMED WEEKLY OR AS NEEDED FROM APRIL 1-OCTOBER 31, UNLESS OTHERWISE NOTED.**

#### **Rules and Regulations for the Contractor Rose Hill Cemetery Maintenance**

- 1.) Height of grass 2"-3" shall be maintained.
- 2.) Weeds that come up about mid-season need to cut regardless of condition of the rest of the grounds.
- 3.) Grounds need to be trimmed every other cutting of the grass. This includes everything not cut by mower.
- 4.) Be responsible when new graves are closed and ground start settling to bring back to grade, put grass seed down.
- 5.) When tree limbs fall out of the trees, pick them up and put by maintenance shed.
- 6.) When grave side flowers become unstable and get blown away from a headstone, throw them away and flowers that get caught in the mowers also needs to be picked up.
- 7.) When cutting grass near the roads, no grass shall be allowed on the traveled portion on the roads. (The clippings)
- 8.) Be responsible for the overall cleanliness of the grounds and trash removal prior to mowing.
- 9.) All grass or weeds that land on the headstones must be swept off the stones with a broom or blower. **NO STONES ARE TO BE DAMAGED.** Any damage done to the stones by the mowing contractor is their responsibility to repair.