



CITY OF FORT DODGE

CEMETERIES DIVISION

OAKLAND • MEMORIAL PARK • NORTH LAWN

North Lawn and Memorial Park Cemeteries Mowing/Trimming Bid Specifications

The City of Fort Dodge, IA, Public Areas Department, is soliciting competitive quotations for the mowing and trimming of North Lawn (2201 N. 15th Street) and Memorial Park (5th Ave S. and 32nd Street) Cemeteries for the calendar year 2025 and 2026 seasons. The contractor will be expected to provide all supervision, labor, equipment, materials, supplies, insurance and other components necessary to satisfactorily perform mowing and trimming services. Mowing/trimming duties must be performed on a frequent and regular basis to maintain an aesthetic appearance and ensure compliance with all City codes and specifications of this contract. Contractors qualified to perform the work are invited to submit competitive quotation, based on the following criteria:

1. General Description of the Services to be Performed.

North Lawn Cemetery is approximately 35.8 acres ('no mows' not included) of mostly flat terrain with both flat and vertical (mostly vertical) markers and requires frequent mowing/trimming during the peak mowing season. Mowing season will be mid-April through on or about November 1. A map is provided to show the areas included as NLC does have locations of "no mow" that the contractor is not responsible for in this contract but must frame mow.

Memorial Park Cemetery is approximately 21.1 acres of flat terrain with both flat and vertical (mostly flat) markers and requires frequent mowing/trimming during the peak mowing season. Mowing season will be mid-April through on or about November 1.

2. Specifications and Scope of Work.

MOWING

- Weekly during growing season and as needed in mid-summer with grass not to exceed 6" and all mowing must be performed at uniform/standard height throughout each cemetery.
- Mow and trimming should overlap OR run consecutively to create the most aesthetic look for each cemetery.
- All visible clippings shall be evenly dispersed to ensure an aesthetic appearance and removed from all roadways, drives, markers/monuments and trails. At no time will there be wind rowing, bunching or clumping of grass clippings.

- Review the included map of “no mow” areas that shall NOT be included in this contract, bid and pricing.
- All “no mow” areas will require three (3) mowing swaths or approximately fifteen (15) feet of regular mowed framing on each “no mow” zone.

TRIMMING

- Shall occur every other week AND the two consecutive weeks before Memorial Day weekend.
- Shall be done around vertical markers, fixed objects, trees, fence lines and any additional areas.

PICKING UP

- Debris, including litter, loose grave decorations, and tree limbs shall be removed with each mow.

3. **Certificate of Liability and Licensing:** The Contractor shall provide the City with a Certificate of Liability naming the City additional insured for a minimum of \$1,000,000.00 prior to the start of contract year.

4. **Mutual Indemnification:** The Contractor and City mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services.

5. **Time, Place, and Manner for Submitting Competitive Quotations.**

- Competitive Bids are due on/before Tuesday, February 18, 2025, at 11:00am CST and must be submitted with included form by email, mail or in-person to:

City of Fort Dodge, Public Areas
Attn: Ryan Maehl, Assistant City Manager
819 1st Ave South
Fort Dodge, IA 50501
OR
rymaehl@fortdodgeiowa.org

- The City of Fort Dodge reserves the right to reject any or all submissions, as a whole or in parts, and waive formalities without stating reasons. Submissions that are incomplete, conditional, obscure, contain erasures, alterations or irregularities of any kind may be rejected.
- It is anticipated that the contract will be reviewed by the City Council on February 24, 2025, at 6pm.

6. **Contract Requirements.**

- A sample of the contract that shall be signed by both parties is attached.

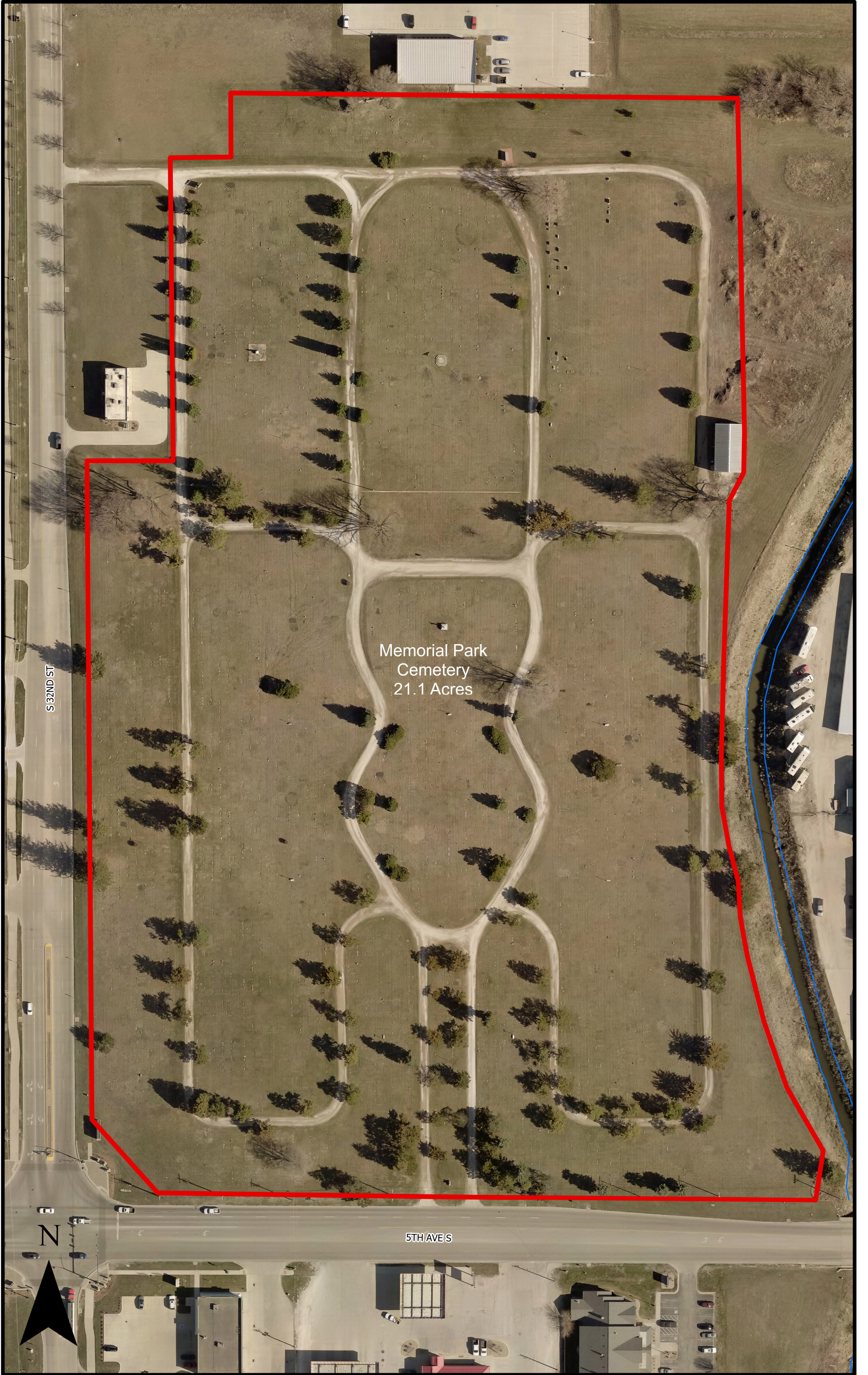
7. Comments and / or questions should be directed to:

- Andrea Richardson, Cemetery Supervisor, arichardson@fortdodgeiowa.org or call 515.576.7237.

8. Additional Information:

- a. **North Lawn Cemetery** was chemically treated for broadleaf on the following:
 - i. Spring 2024
 - ii. Fall 2024
- b. **Memorial Park Cemetery** was chemically treated for broadleaf on the following:
 - i. Fall 2023
 - ii. Fall 2024

Fort Dodge, Iowa
Mowing Areas - Memorial Park Cemetery



Memorial Park
Cemetery
21.1 Acres

S 32ND ST

5TH AVE S

N



Fort Dodge, Iowa
Mowing Areas - North Lawn Cemetery



28TH AVE N

N 16TH ST

N 17TH ST

FRONTAGE RD N15

27TH AVE N

26TH AVE N

24TH AVE N

N 15TH ST

No Mow
2.1 Acres

No Mow
0.8 Acres

North Lawn
Cemetery
41.1 Acres

No Mow
2.4 Acres



N 18TH ST

N 19TH ST

N 20TH AVE N

N 16TH ST

N 17TH ST

JONATHON CR

JONATHON DR

JONATHON DR



CITY OF FORT DODGE
CEMETERIES DIVISION
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Maintenance Contract Services Agreement
Memorial Park Cemetery and North Lawn Cemetery – Fort Dodge, Iowa

Now on this _____, 2025, _____ (hereinafter, Contractor) and the City of Fort Dodge Iowa, 819 1st Avenue South, Fort Dodge, Iowa 50501 (hereinafter, City) do hereby agree as follows:

1. **Projects:**
 - a. Contractor agrees to provide services for turf maintenance at the **Memorial Park Cemetery** located at 5th Avenue South and South 32nd Street, Fort Dodge, Iowa.
 - b. Contractor agrees to provide services for turf maintenance at the **North Lawn Cemetery** located at 2201 North 15th Street, Fort Dodge, Iowa.
2. **Scope:** The scope of the services includes the following:
 - a. **MOWING**
 - i. Weekly during growing season and as needed in mid-summer with grass not to exceed 6” and all mowing must be performed at uniformed height throughout each cemetery.
 - ii. All elements of turf maintenance, in each garden, shall be completed the same day they are started, unless the weather forces a delay.
 - iii. All visible clippings shall be evenly dispersed to ensure an aesthetic appearance and removed from all roadways, drives, marks/monuments, and trails. At no time will there be wind rowing, bunching or clumping of grass clippings.
 - iv. Review the included map of “no mow” areas that shall NOT be included in this contract, bid and pricing.
 - b. **TRIMMING**
 - i. Shall occur every other week AND the two consecutive weeks before Memorial Day weekend.
 - ii. Will be done around vertical markers, fixed objects, trees, fence lines and any additional areas.
 - c. **PICKING UP**
 - i. Debris, including litter, loose grave decorations, and tree limbs shall be removed with each mow
 - d. **COMMUNICATION**
 - i. Report any vandalism and caused damage to the Cemetery Supervisor or designee.
3. **Special Notes:** No work during interments. Contract work between April 16 and November 1 each calendar year.
4. **Term:** Contract period beginning April 14, 2025, through April 13, 2027.
5. **Fees:** \$XXXXXXXX per contract year.
6. **Invoice and Payment:** Payments will be made on the first bill run of each month, upon a contractor supplied invoice, beginning in May and ending in November of each year for all work conducted the prior month. Payments shall be 1/7 of the contract or \$XXXXXXX each month. Net 30 days are allowed for payment.
7. **Certificate of Liability and Licensing:** The Contractor shall provide the City with a Certificate of Liability naming the City additional insured for a minimum of \$1,000,000.00 prior to the start of contract year.
8. **Mutual Indemnification:** The Contractor and City mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services.

9. **Extension of Contract:** If mutually agreed upon, after the conclusion of this original two-year contract, both parties select to extend the contract on a year-by-year basis. The two sides can agree that an escalator be utilized on the contract, but the escalator cannot exceed 5% of the original contract or subsequent contract without reopening the contract to public bid.

City of Fort Dodge

CONTRACTOR

Matt Bemrich, Mayor

XXXXX, Authorized Agent