

**LINN-HEBRON CEMETERY**  
**GROUNDS MAINTENANCE BID SPECIFICATIONS**  
**5/6/2024-10/28/2024 (26 weeks)**

**GENERAL SCOPE OF WORK**

The general scope of work includes complete grounds maintenance and mowing services for the Linn-Hebron Cemetery, located on Hillside Road ½ mile north of State Line Road in Hebron, IL.

- Weekly mowing of grounds with a cutting height of 3 inches. **7.5 acres**
- Bidder must own mower with 42” cutting deck for cutting in between headstones.
- Weekly mowing of lawn area along Hillside Road outside ornamental bar fence.
- Bi-weekly string trimming of all areas.
- All monuments and markers will be kept clean and free of debris with each mowing. Accumulated clippings or clumping of grass will be removed by bidder.
- Responsible for picking up trash, branches, and debris with each mowing as needed to maintain the visual appeal of the grounds.
- Grounds maintenance and mowing services will cease if a funeral service is in progress.
- Bidder will be responsible for any damage to headstones and markers. They shall use string trimmer rather than a commercial mower to trim around monuments. Any damage by Bidder will be repaired within 30 days of occurrence unless discussed with Township Supervisor.
- No chemicals or fertilizers to be applied to any areas of Cemetery Grounds.
- No subcontracting allowed.
- Bidder will provide 3 references.

**SPRING CLEAN UP** – includes clearing grounds of trash and debris from the Winter months. **PLEASE LIST PRICE SEPARATE.**

**Insurance Requirements**

1. Include evidence that the Bidder is able to provide and maintain for the life of the contract insurance in the amounts of:
  - a. General liability limits: \$1,000,000 per occurrence/\$2,000,000 aggregate.
  - b. Workmen’s Compensation at State of Illinois limits.
  - c. Automobile limits: \$250,000 per person/\$500,000 per accident/\$100,000 property damage.
  - d. Certificate of Insurance documenting the above listing Hebron Township as additional insured.

**PROCEDURE FOR SUBMITTING BIDS**

- All submitted bids will be sealed and marked “2024 Hebron Township Cemetery Grounds Maintenance Bid”.  
Bids can be mailed to: Hebron Township, 10206 Seaman Road, Hebron, IL 60034. Attn: Patricia Elswick, Township Clerk.  
Bids can be dropped off in person by making an appointment with Patricia Elswick, Township Clerk or Nancy Lech, Township Supervisor. Please call the township office 815.648.2994.  
**NO FAXES OR EMAILS ALLOWED.**
- Bids are due by February 29, 2024 6:30 p.m. at the township office.
- Bid opening will be February 29, 2024 6:50 p.m. at the township office.
- The selected bidder will be contacted within 15 days of bid opening.
- Hebron Township has the right to reject all bids.