

ST. LAWRENCE CHURCH & CEMETARIES
GROUNDS MAINTENANCE CONTRACT SPECIFICATIONS
(04/01/2023 - 03/31/2024)

The purpose of this maintenance contract is to maintain St. Lawrence Parish grounds extending to but not including the streets of St. Elizabeth. Parish grounds include grounds surrounding the church and pavilion.

Annual bids are required. The annual bid will be awarded to the lowest bidder. The term of this contract will be from April 1, 2023 through and including March 31, 2024.

The successful bidder will be required to use his/her own equipment. For grass mowing purposes, the lawn mower must meet the following criteria:

- Blade guard must be installed and in the “down” position while mowing all grounds. A 4” blade cut is preferred.
- Direct clippings and leaves removed from ALL door entrances and ramps and away from buildings, shrine, air conditioners, propane tanks, and monuments. Ensure done before all church events.

Listed below are the responsibilities required for this contract:

- Mow & trim Church grounds & cemeteries no more than once a week (unless otherwise requested), preferably on Fridays but no earlier than Thursday, and before funerals, weddings, and holidays. Check with the pastor during dry, hot weather to determine if mowing is needed. Edges of all sidewalks must be trimmed unless told otherwise. Mow & trim old St. Lawrence Cemetery at least one time per month/as needed.
- Fertilize church grounds in spring and fall. Spray weedkiller only upon the request of the Pastor. Supplies will be provided by the parish.
- Sweep grass clippings off sidewalks.
- Remove small debris, limbs and trash from church grounds.
- Rake and remove leaves, at a maximum of two times per year.
- Manually, CAREFULLY, pull weeds away from newly planted trees and shrubs to avoid scarring tree trunks and shrubs.

Bids must be submitted on a per-cut, bidding the church grounds, the cemetery, and the old cemetery separately. Bids offering a fixed monthly amount will not be considered.

The successful bidder must submit a monthly invoice for payment to the Parish Office, PO Box 128, St. Elizabeth MO 65075. The monthly invoice must include a dated listing of work performed.

The St. Lawrence Parish Council has the option to reject any or all bids under this contract and will terminate or deduct pay from this contract if not fulfilled appropriately.

I, _____, am submitting the enclosed bid for the maintenance of the St. Lawrence Parish grounds. I have read and agree to fulfill the responsibilities if I am awarded this contract.

Signature of Bidder

Date: _____