CITY OF SPRINGVILLE, IOWA

REQUEST FOR PROPOSALS

CEMETERY MOWING & GROUNDS MAINTENANCE SERVICES

CONTRACT YEAR 2027

Proposal Due:	December 18, 2026 at 4:30 p.m.
Submit To:	City of Springville City Clerk's Office 304 Broadway St., PO Box 347, Springville, Iowa 52336 cityofsp@netins.net
Contract Term:	Three years

1. INTRODUCTION

The City of Springville is accepting proposals from qualified contractors for mowing, trimming, and general grounds maintenance services at the City cemetery.

The intent of this contract is to maintain the cemetery in a consistently neat, clean, well-groomed, and respectful condition throughout the mowing season. Because the cemetery is an active burial site and a place frequently visited by families and the public, the City expects a high standard of appearance and timely performance.

2. SCOPE OF SERVICES AND PERFORMANCE STANDARDS

2.1 Mowing, Trimming, and Maintenance Standards

The Contractor shall provide complete cemetery maintenance services, including mowing, trimming, litter and debris removal, blowing, and cleanup. All required work shall be completed during the same maintenance visit, leaving the cemetery neat, clean, and well maintained.

Mowing shall generally be performed weekly during the growing season. The City reserves the right to request more or fewer mowings depending on weather, grass growth, and cemetery needs. Schedule adjustments shall be coordinated with the City, and weather-related delays promptly communicated.

Before mowing, the Contractor shall remove litter, sticks, branches, and other debris. Trimming shall include headstones, monuments, markers, trees, signs, fences, buildings, and areas inaccessible to mowing equipment. Service is complete only when all required mowing, trimming, blowing, and cleanup are finished.

2.2 Headstones, Monuments, Memorials, and Improvements

The Contractor shall exercise extreme care around headstones, monuments, markers, foundations, decorations, trees, signs, fences, buildings, and other cemetery property.

Grass clippings and mowing debris shall not be left on headstones, monuments, markers, memorials, sidewalks, drives, or other improved surfaces. All practical efforts shall be made while mowing to direct grass clippings away from headstones and memorials. Any clippings deposited on headstones, monuments, markers, memorials, sidewalks, or drives shall be blown, swept, or otherwise removed before the Contractor leaves the cemetery.

Damage caused or discovered during mowing or trimming shall be reported to the City promptly.

2.3 Burials, Memorial Ceremonies, and Communication

The cemetery is an active burial site. No mowing, trimming, blowing, or other noisy grounds-maintenance activity shall occur during a burial, graveside service, memorial ceremony, or other event designated by the City.

The City will provide notice of scheduled services when reasonably possible. Upon notice of an upcoming burial or memorial ceremony, the Contractor shall coordinate with City staff so the affected area, and when reasonably possible the cemetery generally, is maintained and presentable prior to the service.

The Contractor shall maintain regular communication with the City regarding anticipated mowing dates, weather delays, schedule changes, and any circumstance that may affect cemetery maintenance.

3. CONTRACTOR QUALIFICATIONS AND INSURANCE

The Contractor shall have the experience, personnel, and equipment necessary to perform the work safely and consistently.

The Contractor shall maintain general liability insurance throughout the term of the contract and shall provide a current Certificate of Insurance to the City before work begins and upon request. The Contractor is responsible for maintaining any other insurance or coverage required by applicable law.

4. INVOICE AND PAYMENT

The Contractor shall submit monthly itemized invoices detailing the dates of completed services. Payment for preceding-month services will be issued following approval by the Springville City Council at its first regular meeting of the following month. Payment for incomplete or deficient work may be withheld until corrected.

5. INSPECTION, DEFICIENCIES, AND FAILURE TO PERFORM

The City may inspect the cemetery and require correction of work that does not meet established standards within a reasonable time specified by the City. Failure to correct deficiencies, repeated incomplete or missed services, failure to maintain cemetery standards, or failure to communicate with the City may constitute grounds for immediate termination of the agreement.

6. TITLE VI NON-DISCRIMINATION NOTICE

The City of Springville, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders or consultants, as appropriate, that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids or proposals, as appropriate, in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

7. PROPOSAL REQUIREMENTS AND CITY RIGHTS

Proposals shall include the completed Bid/Proposal Form included with this solicitation and any requested supporting documentation.

The City of Springville reserves the right to reject any or all proposals, waive minor irregularities, request clarification or additional information, and accept the proposal determined

to be in the best interests of the City. Selection may consider price, qualifications, experience, references, equipment, insurance, responsiveness, and demonstrated ability to meet the required maintenance standards. The lowest-priced proposal will not necessarily be selected.

8. CONTRACT TERM AND TERMINATION

The agreement shall be effective from 2027 through 2029. The City may terminate the agreement immediately upon written notice for failure to perform the required services, failure to maintain established cemetery standards, or other material violations for the agreement.

9. SUBMISSION INFORMATION

Proposal Deadline: Friday, December 18, 2026, at 4:30 p.m.
Submit To:
City of Springville
Attn: City Clerk
304 Broadway
PO Box 347
Springville, IA 52336
cityofsp@netins.net

Questions:
City Clerk's Office
319-854-6428
cityofsp@netins.net