

2026-2028 HECTOR CITY CEMETERY
LAWN MAINTENANCE AND MOWING

CITY OF HECTOR, MN

REQUEST FOR BIDS

Proposed by:

City of Hector
Hector, MN
Telephone: 320-848-2122
Fax: 320-848-6582

1. NOTICE OF BID REQUEST.

The City of Hector is seeking quotes for mowing and lawn maintenance of the Hector City Cemetery for the 2026-2028 seasons. The Hector City Cemetery is eighteen and one-half (18.5) acres and located approximately one-half (1/2) mile south of the City on US Highway 4. The following contains instructions and specifications by which such quotes shall be evaluated.

2. SCOPE OF WORK / TASKS.

The mowing season is April through November and is weather dependent. Bids should include all material, equipment, and labor to include the following:

➤ Spring Preparation/Clean-Up

- Removal of trash from cemetery grounds.
- Blow all leaves, farm crop debris, and other debris from landscaping, shrubs, and headstones. Natural debris such as leaves and farm crop debris can be mulched or bagged. Other debris can be placed in the cemetery garbage cans. Arrangements can be made with Public Works to assist in the removal of larger items.

➤ Spring/Summer Mowing

- Bi-weekly mowing of the cemetery grounds. Additional mowings (weekly, multiple times per week) may be necessary. Any additional mowing exceeding bi-weekly must be approved by the Public Works Supervisor.
- Mowing height is three and one-half inches (3.5").
- All trash must be picked up and disposed of in a cemetery trash can. Mowing over the trash is prohibited.
- Grass and vegetation clippings must be blown from all headstones, footstones, and cemetery sign area before all major holidays (Memorial Day, Fourth of July, Labor Day).
- Excessive grass and vegetation clippings caused by wet or mowing very tall grass must be collected using a bagging or collection system.
- Bi-weekly string trimming around head and footstones, landscaping, structures, trees, etc.
- Contractor is responsible and liable for all damage caused by the contractor or their representative(s) to headstones, footstones, landscaping, trees, shrubs, signposts, flagpole, etc. by mowers, string trimmers, vehicles and trailers.

➤ **Nuisance Weed Management**

- Provide weed control for dandelions, crabgrass, clover, and all nuisance weeds.
- Contractor shall apply a pre-emergent herbicide in the spring and one (1) or more additional post-emergent applications during the summer/fall.
- Contractor shall use extreme care in the use of chemicals for weed control. Broadleaf weeds can be controlled with applications of selective herbicides within regulatory requirements. Prior to application, the Contractor must notify the Public Works Supervisor of the pending application. Contractor is responsible for installing notification flags in areas of applications and the removal of the notification flags prior to the next mowing cycle.

➤ **Fall Clean-Up/Preparation for Winter**

- Performed at the end of the grass growing season and before the first snowfall.
- Blow all leaves, farm crop debris, and other debris from landscaping, shrubbery, and headstones. Natural debris such as leaves and farm crop debris can be mulched or bagged. Other debris can be placed in the cemetery garbage cans.

3. PAYMENT.

Payments will be made to the contractor upon confirmation of services provided. The Contractor shall submit a written invoice to the City upon completion of the services. Each invoice shall include in detail the description of the services performed.

4. INSURANCE REQUIREMENTS.

Contractor shall provide the following insurance for the contract length. Proof of insurance coverage shall be provided to the City by the insurer of the Contractor and must be included with the quote. Worker's Compensation and employer liability, commercial general liability, automobile liability, and umbrella excess liability which protects the City from property damage claims arising from operation under the contract whether the operations are completed by the Contractor, subcontractor, or by anyone employed directly or indirectly by the Contractor or subcontractor. Any deductible will be the sole responsibility of the Contractor.

- **Worker's Compensation.** The Contractor is an independent contractor and not considered an employee of the City by virtue of this contract. The

Contractor will be required to provide worker's compensation for any employee engaged in this contract and/or as required by law.

➤ **Commercial General Liability Insurance Minimum Limits.**

- \$1,000,000 General Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal/Third-Party Injury

➤ **Commercial Automobile Liability Minimum Limits.**

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage.

➤ **Umbrella Excess Liability Minimum Limits**

- \$1,000,000 Aggregate
- \$1,000,000 Each Occurrence

- **Indemnity.** The Contractor shall indemnify and save harmless the City and its clients/personnel/elected officials from all losses and claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against the Contractor by any act or omission of the Contractor, their agents or employees, in the execution of the work or in the guarding of it.

5. ADDITIONAL INSURANCE CONDITIONS.

- Contractor's policies shall be primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under this contract.
- Contractor shall name the City as an Additional Insured/Certificate Holder on its commercial general liability policy.
- Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City.
- Contractor is responsible for payment of Contract related insurance premiums and deductibles.
- If Contractor is self-insured, a Certificate of Self-Insurance must be attached.
- Contractor's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance.

- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the contractor.
- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.
- Prior to the 2027 and 2028 mowing seasons, the Contractor will provide the City a valid certificate of insurance that meets or exceeds the requirements in this request and a copy of your business license or articles of incorporation to verify that you are a legitimate business in Minnesota.

6. TIMELINES.

- | | |
|------------------------------------|-------------------------------------|
| ➤ Distribution of Request for Bids | March 10, 2026 |
| ➤ Submission Deadline | April 3, 2026 (by 3:00 p.m.) |
| ➤ Selection | April 13, 2026 |

7. SELECTION PROCESS.

The City reserves the right to reject, for any reason, any or all bids. Evaluation criteria will include:

- The Contractor's understanding of the scope of work and ability to follow bidding instructions.
- The Contractor's proposed fee for the project.
- The experience and qualifications of the Contractor.

8. BIDDER QUALIFICATIONS AND PROPOSALS.

The City requires that Contractors interested in submitting a proposal supply:

- A certificate of insurance that meets or exceeds the requirements in this request.
- A copy of your business license or articles of incorporation to verify that you are a legitimate business in Minnesota.
- A completed Proposal Form which is included with this request for bids.

9. GENERAL.

- Prevailing wage rates **DO NOT** apply to this request for bids.
- Contractors may only submit one (1) proposal for the requested services.
- All proposals will become the property of the City of Hector.

- The lowest proposal might not be accepted. The City reserves the right to reject any or all bids, award the agreement, award or deny part of the agreement, and interview Contractors.
- When submitting a bid, the Contractor acknowledge that all proposals submitted shall remain valid for a period of ninety (90) days after the due date for the proposals.
- For the contract duration, if the Contractor sells, trades, or gives their business to another business, Limited Liability Company (LLC), person, or organization, the City reserves the right to terminate, amend, or maintain the contract.
- Bids should be in a sealed envelope marked **“Request for Bids – Cemetery Mowing 2026-2028”** by the deadline stated in this request. The name and address of the Contractor shall be printed on the upper lefthand corner of the envelope. The bids shall be sent or delivered to City Hall at the following address:

**301 Main St. S.
PO Box 457
Hector, MN 55342**

10. CONTRACT TERM.

The length of this contract is for the 2026-2028 mowing seasons [three (3) years].

11. CONTRACT TERMINATION.

The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.

The City of Hector may cancel the contract upon a thirty (30) day written notice, with or without cause. The Contractor may cancel the contract upon a one-hundred eighty (180) day written notice, with or without cause.

12. ADDITIONAL INFORMATION.

If you have any questions regarding this Request for Bids, please contact Tom Hendrichs, Public Works Supervisor, at 320-212-0216 or via email at tom@hectormn.us.

**PROPOSAL FORM
2026 CEMETERY LAWN MAINTENANCE
CITY OF HECTOR**

Company:	Contact:
Address:	Telephone Number:
City, State, Zip:	E-Mail Address:

Please provide a bid for each of the tasks as described in the attached Request for Bids. Contractor shall furnish all labor, equipment, herbicide(s), tools, equipment, notification flags, and any additional supplies to complete the work in accordance with the specifications.

2026 Mowing Season

- | | | |
|---|----|--|
| 1) Spring Preparation/Clean-Up | \$ | |
| 2) Spring/Summer Mowing | \$ | |
| 3) Nuisance Weed Management | \$ | |
| 4) Fall Clean-Up/Preparation for Winter | \$ | |

2027 Mowing Season

- | | | |
|---|----|--|
| 1) Spring Preparation/Clean-Up | \$ | |
| 2) Spring/Summer Mowing | \$ | |
| 3) Nuisance Weed Management | \$ | |
| 4) Fall Clean-Up/Preparation for Winter | \$ | |

2028 Mowing Season

1) Spring Preparation/Clean-Up	\$
2) Spring/Summer Mowing	\$
3) Nuisance Weed Management	\$
4) Fall Clean-Up/Preparation for Winter	\$

In submitting this quotation, it is understood that the lowest proposal might not be accepted. The City reserves the right to reject any or all bids, award the agreement, award or deny part of the agreement, and interview Contractors. Upon submission of this bid, the Contractor agrees that this bid shall remain valid for a period of ninety (90) days after the due date. Further, the Contractor agrees to inform the City if there are any changes to the company name, address, contact, telephone number, or e-mail address of the Contractor.

For the contract duration, if the Contractor sells, trades, or gives their business to another business, Limited Liability Company (LLC), person, or organization, the City reserves the right to terminate, amend, or maintain the contract.

Respectfully Submitted,

_____	Corporation / Individual / Partnership
Name	Type (Circle One)
_____	_____
Signature	Print Name
_____	_____
Date	Title

13. MAP

