

**ALABAMA DEPARTMENT OF INSURANCE
RECEIVERSHIP DIVISION
CEMETERY CARE SPECIFICATIONS
MARION COUNTY**

SECTION 1 SCOPE:

Contractor to furnish all tools, labor, and equipment necessary to provide grass cutting and grounds maintenance services for the following cemetery properties located in Marion County. Legal descriptions of the properties are attached.

West Alabama Memorial Gardens
3955 U S Highway 43
Guin AL 35663

West Alabama Memorial Gardens, dba Hamilton Memory Gardens
480 Co Highway 25
Hamilton AL 35570

The State reserves the right to waive minor variances from the specifications, provided these differences do not violate the specification intent, nor increase the estimated maintenance cost to the State.

SECTION 2 CONTRACT PERIOD:

This contract shall begin upon award, until September 30, 2010, (the end of our fiscal year).

The State may terminate this contract at any time with a 30 day written notice for unsatisfactory performance by the contractor.

At such a time that the State is no longer responsible for the properties, it can terminate this contract with a 30 day written notice.

SECTION 3 GRASS CUTTING AND MAINTENANCE:

All paper, bottles, debris, old flowers, broken pots, limbs, etc, shall be collected and removed from the lawn areas at each location. Any necessary clean up shall be done before grass cutting. The contractor shall provide their own disposal site for debris resulting from the operation of this requirement.

Special care must be taken to direct clippings away from any nearby parked vehicles.

All cemetery areas shall cut twice monthly during the normal cutting season. The Normal cutting season should be from March till October.

Flower arrangements shall be moved to avoid damages, then returned to their original places after trimming or cutting.

Fence lines and boundaries shall be cut and cleaned in all cemeteries.

Weed eaters shall be used to trim and cut all areas not accessible to the lawn mower. Close trimming shall be done with the utmost care so as to avoid damage to monuments, grave markers, etc. In the event of damage, the contractor shall be responsible for repair or replacement. Damages shall be reported immediately to the Chief of Receivership. Damages shall be assessed immediately and reimbursed before billing.

During the off months, approximately November – February, contractor will be responsible for routine upkeep to grounds. This shall include but not be limited to, debris removal, limb removal, removal of dead flowers, and raking of leaves.

SECTION 4 BIDS:

Please submit bids in the following format:

A monthly bid for the grass cutting season, March – October (includes two monthly cuttings)

A monthly bid for the off season, November - February

Any questions may be directed to:

Denise Azar
Chief of Receivership
Alabama Department of Insurance
P O Box 303353
Montgomery AL 36130-3353

334-240-7560