



# EMMANUEL BAPTIST CHURCH

## Lawn and Cemetery Care Requirements and Contract

1. Grass mowed on Thursday, Friday, or Saturday.
2. Bidder will be shown areas to mow before entering a bid. No bid will be accepted without a pre-bid walk through (Takes place on Wednesday, August 7<sup>th</sup> at 5pm).
3. Normal Mowing Schedule:
  - a. Around church, educational building, fellowship hall, school building, lot beside Mitchell's (Albert Street), lot that borders Thomson street – each week. Herein referred to as “Church Area”
  - b. Cemetery – every other week.
  - c. Beginning of the cutting season, end of the cutting season, and during dry weather conditions, grass does not have to be cut as often. If in doubt, contact the Building and Grounds Chairman.
4. Fire Ant Control every week as needed.
5. Trim work must be done along with the normal mowing schedule. Trim work includes weed eating around buildings, landscape timbers, poles, trees, sidewalks, ditches, copings, fences, and edging of borders/monuments, etc.
6. Sidewalks, parking lot, and porches must be cleaned of all grass cuttings after each cut.
7. Spray grass coming through cracks on sidewalks with grass/weed killer.
8. Bids broken down as follows:
  - a. Church Area as mentioned in #3a.
  - b. Cemetery
9. Equipment and supplies will be supplied by the bidder.
10. Bidder is responsible for any damage to the property (i.e.: windows, down spouts, vinyl, etc.)

11. This is a contracted position. A 1099 form will be issued in January. No social security taxes or payroll taxes will be withheld or paid by the church. (Must supply SSN (or) Federal ID number.
12. Bidder is paid weekly or monthly based on cuttings reported on the Lawn & Cemetery Voucher as services are rendered. (See attached)
13. Voucher sheet must be submitted following end of service (or) by the last Sunday of the month to the Church Treasurer.
14. Bids are resubmitted bi-annually and a recommendation made by the Building and Grounds Committee and approval give by the church at the annual business meeting. The term is 2 years.
15. This contract may be terminated without notice if contract terms are not completed to the satisfaction of the church (or) the contractor.
16. Bidder must be willing to do both church grounds & cemetery to submit bid.
17. Emmanuel Baptist Church is not liable for accidents and/or injuries that occur during the performance of lawn and cemetery care.
  - a. Any issues or concerns, please contact the head of buildings and grounds. (Joey Watkins or Don Buchanan).

Bid awarded to: \_\_\_\_\_

Date approved by the church: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Buildings & Grounds Chairman

\_\_\_\_\_  
Date



# EMMANUEL BAPTIST CHURCH

## Lawn & Cemetery Services Bid Sheet

I hereby submit a bid of \_\_\_\_\_ for church area cut only.

I hereby submit a bid of \_\_\_\_\_ for cemetery cut only.

I have read and agree with the terms and requirements as outlined in the Custodial Requirements and Contract.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number (or) Federal ID Number : \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_

Please list a minimum of 3 references and detail any additional ideas on the following page.

Please complete this Lawn & Cemetery Bid form, detach and place in a sealed envelope. Give sealed envelope to the Chairman of Building and Grounds (Joey Watkins) or Pastor

David. No bids will be considered by the Building and Grounds Committee that are not placed in a sealed envelope.

**References**

1. Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Rendered \_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Rendered \_\_\_\_\_  
\_\_\_\_\_

3. Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Rendered \_\_\_\_\_  
\_\_\_\_\_

Additional ideas:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_