

January 19<sup>th</sup>, 2026

**Town of Central/Mt. Zion Cemetery**

**Scope of Service for Grounds Maintenance of Mt. Zion Cemetery**

1. **Three Mandatory Pre-Bid Meetings** will be held on **Monday, February 2<sup>nd</sup> at 2pm, Wednesday, February 4<sup>th</sup> at 10:30am, and Monday, February 16<sup>th</sup> at 2pm** at Central Town Hall, 1067 West Main Street, Central, SC, 29630. **Interested contractors need only to attend ONE of the meetings.** A representative of the company bidding **must be present** to receive detailed information concerning the bid project. All representatives will sign an acknowledgement of attending the meeting. No bids will be accepted from any company who was not represented at one of the pre-bid meetings. Meeting should last less than 20 minutes depending on questions.
2. Sealed bids containing all the required information will be accepted at Central Town Hall **until 2pm, Thursday, February 26<sup>th</sup>, 2026.** *\*\*The Town of Central is not responsible for bids not arriving by mail in time for the bid opening.* Public Bid Opening will be held on Thursday February 26<sup>th</sup>, 2pm in the Conference Room at Central Town Hall.
3. The Cemetery will be maintained beginning the week of Easter or April 1, whichever comes first, and will be scheduled for maintenance every two weeks **and** also during the weeks of **Easter, Mother's Day, Memorial Day, Father's Day, Independence Day, and Thanksgiving.** Cemetery Maintenance will continue through Thanksgiving. After the Thanksgiving Week, grass cutting can cease if a first frost has occurred, otherwise, the cemetery will need to continue to be maintained until that frost occurs. Note: **Even if the cemetery maintenance schedule fell the week before a holiday week, the cemetery will need to be maintained again due to above normal visitor traffic.** *You will need to incorporate this into your bid.* Note: The Town of Central will consider a weekly maintenance schedule where the company mows and weedeats half the cemetery as noted. However, in this case, the cemetery will need to be mowed and weedeated the week of each holiday listed above.

4. The bidder who is awarded the contract will need to **provide proof of the following before the Notice to Proceed order is given to begin work:**

\$1,000,000 of general liability insurance, workers compensation regardless of the number of workers, and possession of Category 3 Pesticide license as required by the South Carolina Pesticide Control Act which states:

*If you use or apply pesticides, herbicides, or insecticides to commercially or privately owned turf Or ornamental plantings for compensation or as a government employee on the property of another, you are required to be licensed. Turf and ornamental pest control activities also includes the soliciting, advertising, or making of sales proposals in any form for any services involving the use of pesticides, herbicides, or insecticides, or devices with the intent to prevent, destroy, repel, or otherwise mitigate any pest of turf or ornamental plantings. Even if you only spray "a little Round-Up® now and then," you are required to be licensed.*

**\*\*Awarded Bidder will also be required to purchase a Town of Central Business license before beginning work. Business license information may be obtained by calling Jessica Rowland, Town Clerk, at 864-639-6381, ext. 106.**

5. This is a twelve month contract and can be renewed yearly at the discretion of the Town Administrator for a total contract period of five years.
6. The contract will be paid from an invoice from the company each month. The monthly payment will be calculated by taking the total accepted bid price and dividing by 12 months. These stipulations will be in detail with the contract to be signed by both parties.
7. **\*\*Any information pertaining to chemicals including any and all pesticides or herbicides to be used by contractor will be provided to the town along with a MSDA sheet on the chemical or pesticide, which will be filed at Central Town Hall in accordance with OSHA Regulations for any emergency purpose. This includes any chemicals to control ants, weeds, grass, etc.**
8. Details of work/maintenance to be performed: (Will be discussed in greater detail at mandatory pre-bid meeting.)
- At each visit, all grass to be mowed from sidewalk on front of cemetery property to tree line before railroad track at back of property and from fence line at water tower to bush easement on side of Joe's Body Shop. All areas to be weedeated including around all signs, monuments, borders, trees, bushes, inside border areas, etc. Any visible signs of fire ants will be treated with appropriate pesticide. Any loose limbs on the ground under trees will be removed. Any new rooted tree or shrub not planted by family members will be removed. Any trash, loose flowers, or other items in the cemetery that need to be removed will be collected in trash bags and removed.

- *Weed/grass control within bordered grave sites that have gravel base:* Any grave site with a gravel base will be treated with a pesticide and then continued to be treated as needed to prevent grass and weeds from re-growing in the area. Those bordered grave sites without gravel will be kept cut at an appropriate level.

**\*\***At the permission of the Town Administrator, a company may choose to herbicide areas to lessen the weedeating. Areas would need to be kept trimmed until herbicide took full effect and kill area should be kept to a minimum and done with extreme care to maintain a neat appearance. This must be factored into your bid and not added later.

9. Contractor is to use extreme care around all site areas and should be mindful of discharge from mowers or weed eaters to prevent damage to markers, flowers, or other items left by family members. Any damage done by contractor must be reported to the Town Administrator immediately and contractor will need to have repairs made at once to bring damaged area back to original state. Contractor is responsible for any damages caused by use of their equipment.
10. Contractor must possess as the time of bid opening the necessary professional grade equipment to complete the job. Professional equipment is defined as equipment that is rated to cut the required 11 acres of property. Please note: Home garden equipment with ratings less than 3 acres will not be considered as professional grade equipment.
11. In the event that contractor cannot fulfill contract, the contractor will be required to complete at least two months of the contract from the time of notice in order to rebid the project. If contractor cannot fulfill the 2 months from time of notice to terminate, contractor will be charged for two months payment of contract for the expense of rebidding and bringing in outside contractor. Bids will be opened and read aloud on Thursday, February 26<sup>th</sup>, 2pm at the conference room at Central Town Hall. Bidders are welcomed to attend. An announcement after reviewing and certifying awarded bidder will be announced as early as Friday February 27<sup>th</sup>, 2026. Contract will be signed between the Town of Central and awarded contractor will begin work the week of Easter.
12. The Town of Central is an Equal Opportunity Employer and considers applications for all positions without regard for a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information.
13. The Town of Central has the right to Accept or Reject any or all bids.
14. If you have any questions, please contact Assistant Town Administrator Tom Cloer at 864-639-6381 ext. 108.

***Reminder: All sealed bids and necessary documents must be at the front desk of Central Town Hall by 2pm, Thursday February 26<sup>th</sup>. Please write: Mt. Zion Cemetery Sealed Bid on envelope.***

**Mt. Zion Cemetery Bid Tabulation Sheet**  
**Town of Central**  
**1067 West Main Street, PO Box 549**  
**Central, SC, 29630**  
**Phone 864-639-6381, ext. 108**

**Sealed Bid Due to Central Town Hall by 2pm, Thursday February 26<sup>th</sup>, 2026.**

**Name of Company:**\_\_\_\_\_

**Contact Person:**\_\_\_\_\_

**Business Phone:**\_\_\_\_\_ **Cell Phone:**\_\_\_\_\_

**Business Address:**\_\_\_\_\_

**Name of person holding S.C. Pesticide license:**\_\_\_\_\_

**Pesticide License number and expiration date:**\_\_\_\_\_

**Please provide the total expected number of employees to be working on this job:**\_\_\_\_\_

**How many hours do you estimate at each service to complete the job:**\_\_\_\_\_

**Please list the brand name, model number, and size if relevant of the equipment you will be using to complete this job:**\_\_\_\_\_

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

**\*\*Please list any current projects and/or projects you have done over the last two years that are similar in job size to the Mt. Zion Cemetery project. List these on a separate sheet of paper including: *name of company, location, size of property/project and contact information.***

***Total Yearly Bid Price:* \$**\_\_\_\_\_

## **Town of Central/ Mt. Zion Cemetery**

### **Bid Specifications checklist**

- Please make sure that your Yearly Bid Price, which will be the number used at the bid opening as your official bid, includes all aspects as required under the scope of service. Any bid that does not address all required items may be disqualified.
- Reminder: The bidder who is awarded the contract will be required to provide proof in documentation form for filing to the Central Town Clerk before the Notice to Proceed order is given to begin work: One million dollars (\$1,000,000) general liability insurance, proof of workers compensation, and proof of Pesticide Certification as required by state law.
- Reminder: Any bidder not represented at one of the mandatory pre bid meetings held at The Central Town Hall Conference Room will not be allowed to bid on the project.
- Reminder: Contractor must provide proof on bid tab sheet that they presently have professional equipment and the necessary manpower to complete the job within a two day time period.
- Remember to list on a separate sheet of paper and attach with your bid tabulation sheet any projects similar in scope or size to the Mt. Zion Cemetery project.

***Notice for Invitation of Bids***  
***For Grounds Maintenance of Mount Zion Cemetery, Central, SC***

1. The Town of Central is accepting sealed bids for the grounds maintenance of the approximately 11 acres of the Mt. Zion Cemetery located on Hwy. 93 in the down town district of Central, SC. This will be a twelve month contract and can be renewed yearly at the discretion of the Town Administrator and/or Town Council for a total contract period of five years. Work to consist of mowing, weed eating, ant control, weed/grass control within cemetery plots, limb removal, trash removal from the grounds and minor pruning. Contractor will be required to carry \$1,000,000 general liability insurance, Workers Compensation regardless of the number of employees, possess a Category 3 South Carolina Pesticide license as required by state law, and obtain a Town of Central Business License after being awarded the contract. A **mandatory** Pre-Bid Conference will be held for those interested in bidding on the project. Bidders are required to attend only one of the three scheduled meetings which are Monday, February 2<sup>nd</sup>, 2pm, Wednesday February 4<sup>th</sup>, 10:30am, or Monday February 16<sup>th</sup>, 2pm at the Central Town Hall Conference Room. **Interested Contractors need only to attend one meeting.** A detailed Scope of Service and Bid Tabulation Sheet may be picked up at Central Town Hall located at 1067 West Main Street, Central, SC, 29630, Monday-Friday, 830am-5pm, up until the time of the last Pre-Bid Conference on Monday February 16<sup>th</sup>. Sealed bids will be accepted until Thursday February 26<sup>th</sup>, 2pm at the Central Town Hall. The Town of Central is an Equal Opportunity Employer and considers applications for all positions without regard for a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Town of Central is not responsible for bids lost in the mail. The Town of Central has the right to accept or reject any or all bids. For further information, contact Tom Cloer, Assistant Town Administrator for The Town of Central at 864-639-6381 ext. 108.





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History

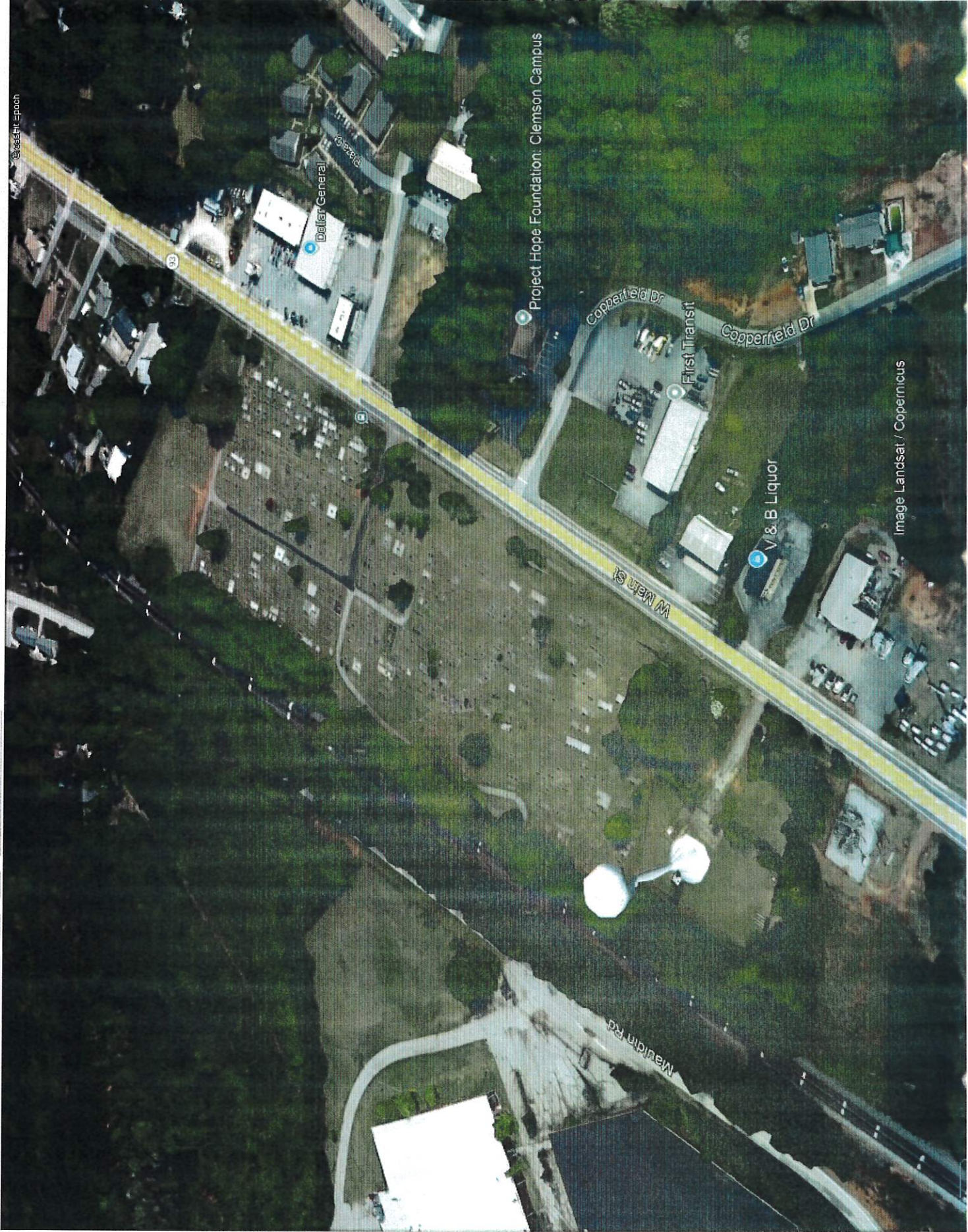
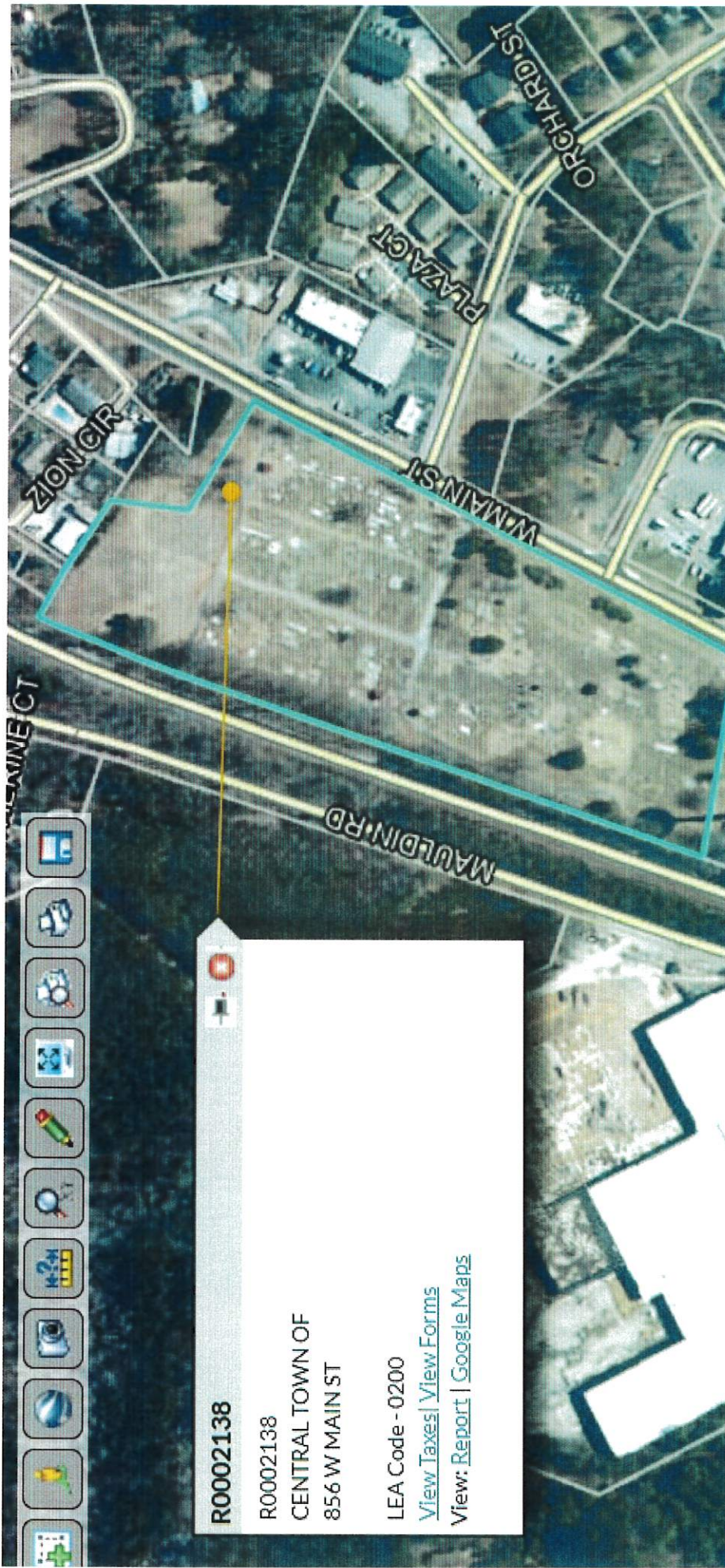


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