



City of
Jonesville

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**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
JANUARY 10, 2018, 9:00 a.m. SPECIAL MEETING
CITY HALL**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. December 13, 2017 Meeting
- 4. NEW BUSINESS**
 - A. Cemetery Services
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Meeting February 14, 2018, 9:00 a.m.**

[Action Item]



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: January 5, 2018
Re: Manager Report and Recommendations – January 10, 2018 Special Meeting

4. A. Cemetery Services

[Action]

Bids have been received in response to our Request for Proposals and were opened at 1:00 p.m. on Friday, January 5, 2018. Three bids were received. One of these bids was for sexton services only (interments, foundations, etc.), and two would provide both property maintenance (mowing and leaves) and sexton services.

I have attached a copy of the Request for Proposals for reference. In addition, I have attached a table that shows the current contract amounts that the City pays Baker Lawn Care in comparison to the amounts proposed by the respective bidders. While one bidder's costs are generally lower, experience and ability also need to be evaluated; staff intends to make additional contact prior to the Committee meeting to consider references. Also attached is our fee schedule that we charge the public for services.

The bids are being sent to you on the date of receipt, so that you will have the benefit of the weekend to review the information and consider any questions or comments that you might have in advance of the meeting. We intend to complete additional evaluation of the bidders prior to Wednesday's meeting. It is our intent to present a recommendation or recommendations to you at that time.

We will have copies of the complete bid submittals at City Hall if you are interested in reviewing them in detail or have any questions. Please don't hesitate to contact me in advance of the meeting if I can provide additional information. *Please refer to the attached Request for Proposals, bid comparison table, and current fee schedule.*