

REQUEST FOR QUOTATION (RFQ)

City Cemetery Landscaping & Maintenance Services

Issuing Municipality: City of Winters, Texas

Release Date: 8/3/2026

Submission Deadline: 8/17/2026 at 4:00 PM CST

I. OBJECTIVE & GENERAL INFORMATION

The City of Winters, Texas, is seeking quotes from qualified landscaping contractors to provide comprehensive landscaping and maintenance services for three (3) municipally managed properties:

Lakeview Cemetery – Located about 2 miles north of Winters on the east side of US Hwy 83.

Northview Cemetery – Located on the north side of town on the west side of US Hwy 83.

Fairview Cemetery – Located on the west side of Winters on the south side of Texas Hwy 438

The contract will be awarded for a **one (1) year term** with the City reserving the option to extend the agreement for up to **three additional one-year terms**, subject to annual budget appropriations.

II. STATUTORY & TEXAS MUNICIPAL CODE COMPLIANCE

To comply with Texas state law governing municipal procurement and public property management, the vendor must adhere to the following statutes, which are incorporated into this RFQ and any resulting contract:

- **Historically Underutilized Businesses (HUBs) Policy (§ 252.0215):** The City encourages submissions from certified HUBs. Respondents must state their HUB status on the submission cover sheet.
- **Municipal Cemetery Funding & Maintenance (Texas Health & Safety Code Chapter 713):** Contractors must submit itemized, separate monthly invoices for Lakeview, Northview, and Fairview cemeteries to ensure accurate municipal fund mapping.
- **Texas Historical Commission (THC) Standards:** Fairview and sections of Lakeview/Northview contain historic graves and markers. All maintenance must comply with THC Cemetery Preservation guidelines. No heavy mechanical equipment or steel-bladed trimmers may operate within twelve (12) inches of any grave marker. No power washing or chemical cleaning of stones is permitted without explicit, written city approval.

III. SCOPE OF WORK

The Contractor shall provide all labor, equipment, materials, insurance, and supervision necessary to perform the following:

A. Turf Management (All Three Locations)

- **Mowing:** Maintain turf height between [Insert Height, e.g., 2.5 to 3.5] inches. Mowing schedule shall be weekly during peak growing season (April 1 – October 31) and bi-weekly/as-needed during dormant months.
- **Trimming:** String-trim around all headstones, monuments, flat markers, fences, and trees concurrently with each mowing cycle. **Hand-weeding** or plastic guards must be used around historical elements to prevent structural chipping. [\[1\]](#)
- **Edging:** Mechanical edging of all paved roadways, curbs, concrete walkways, and designated plot borders every two weeks.

B. Debris and Trash Removal

- **Pre-Mowing Clear:** Clear all grounds of litter, fallen tree limbs, and expired floral arrangements prior to mowing.
- **Seasonal Leaf Removal:** Perform full leaf collection, removal, and disposal off-site twice during autumn ([Insert Months]).

C. Horticultural Care

- **Pruning:** Prune all ornamental shrubs and trees up to fifteen (12) feet in height annually in late winter or early spring to preserve pathways and sightlines.
- **Weed Control:** Apply pre-emergent and post-emergent herbicides to gravel walkways and fence lines. No non-selective herbicides (e.g., glyphosate) may be sprayed directly against headstones.

IV. INSURANCE & LIABILITY REQUIREMENTS

The selected vendor must maintain insurance coverage in accordance with Texas municipal risk standards throughout the contract term and name the City as an **Additional Insured**:

V. PRICING SCHEDULE

Vendors must provide a fixed cost per cemetery location. Failure to itemize by cemetery will result in disqualification.

Service Item	Lakeview Cemetery	Northview Cemetery	Fairview Cemetery
Mowing & Trimming Cost (Per Cycle)	\$	\$	\$
Monthly Routine Retainer Fee	\$	\$	\$
Seasonal Leaf Cleanup (Flat Rate)	\$	\$	\$
Hourly Rate for Emergency Storm Cleanup	\$	\$	\$

VI. SUBMISSION INSTRUCTIONS

To be considered, submissions must include:

1. **Vendor Profile & Experience Statement:** Detail at least three (3) years of commercial or municipal landscaping experience.
2. **References:** Provide three (3) professional references.
3. **Proof of Insurance:** Copy of a current ACORD Certificate of Insurance (COI).
4. **Completed Pricing Schedule:** (Section V of this document).

Submissions must be delivered in a sealed envelope marked "**RFQ: Municipal Cemetery Maintenance**" to the City Administrator's Office at 310 S Main, Winters, TX before the deadline.