



TOWN OF THOMASTON
13 VALLEY STREET
THOMASTON, MAINE 04861-0299
TEL: (207) 354-6107

Request for Proposal Lawn Maintenance

**Thomaston Village Cemetery, Erin Street
Butler Cemetery, Thomaston Street
Morse's Corner Cemetery, West Meadow Road**

Thomaston, Maine

The Town of Thomaston is seeking proposals for a qualified contractor to provide lawn maintenance services at the three (3) Thomaston Cemeteries, **Village Cemetery located on Erin Street, Butler Cemetery located on Thomaston Street, Morse's Corner Cemetery located on West Meadow Road.** Services will include providing adequate labor and equipment for spring and fall cleanup and mowing of the grounds beginning May 15th through November 1st.

Sealed proposals clearly marked "**Thomaston Cemeteries Mowing Bid**" are due in the **Thomaston Town Office by Friday, October 29th, 2021 12:00 PM**, at which time each bid received will be publicly opened. No award will be made at that time.

Questions should be directed to Melissa Stevens, Town Clerk at 207-354-6107 or via email mstevens@thomastonmaine.gov

No fax or email proposals will be accepted. The Town of Thomaston reserves the right to reject any and all proposals.

Proposal Requirements Must Include:

- **Equipment:** All bidders must supply their own equipment and provide a list of the equipment to the Village Cemetery Trustees along with their bid.
- **References:** Provide no less than three independent references that can demonstrate or confirm the contractor's ability to successfully perform the services required under the scope of work. These references must include name and contact information, the type of services provided, and when the services were provided. A bond may be required of the successful bidder in an amount equal to 2 months of the contract.
- **Insurances/Liability:** Must provide proof of Worker's Compensation Insurances for both themselves and their employees for the duration of the contract with the Village Cemetery Trustees. The successful bidder(s) must also provide proof of

Liability Insurance that includes coverage for any damage that may occur within the boundaries of each cemetery; **Thomaston Village Cemetery, Butler Cemetery, Morse's Corner Cemetery** due to any activity that the contractor is involved in under the terms of these specifications.

- **Workers Compensation**
 - \$500,000 per occurrence for bodily injury
 - \$500,000 per occurrence for bodily injury or disease
 - \$500,000 per aggregate for bodily injury by disease
- **General Liability**
 - \$1,000,000 per occurrence
 - \$2,000,000 general aggregate
 - \$1,000,000 Personal & Advertising Injury per occurrence
 - 2,000,000 Products/Completed Operations aggregate

The following bid specifications shall apply to the three (3) cemeteries; Thomaston Village Cemetery, Butler Cemetery, Morse's Corner Cemetery:

All work will be done under the supervision of the Village Cemetery Trustees and/or their designated representative (the Sexton) who shall carry out the rules and regulations of the Thomaston Village Cemetery Ordinance and By-Laws. The Board of Trustee's determination of the sections of the Village Cemetery to be completed first will prevail in any and all cases.

Terms of the Agreement:

The initial agreement will apply to the 2022 mowing season. The Town reserves the right to negotiate two single season extensions to allow for a total of three mowing seasons under the current agreement.

Completed RFP Form:

Attached

Scope of Work

The Town of Thomaston expects that all three (3) cemeteries to be kept to the standards stated below. This may require multiple mowing in a week. Expectations also include mowing at reasonable speeds to avoid damage to grave markers, shrubs, and ground.

Mowing:

In all sections, the grass must be cut before reaching a height of three (3) inches or at the direction of the Sexton. During the spring and early summer growing season the mowing deck should be set as low as possible without scalping the sod. After this time mowing shall be done as needed before the grass reaches a height of three (3) inches or at the direction of the Sexton but in any or all cases each section must be completed (mowed and trimmed) before moving on to the next section.

Each section shall be mowed and trimmed in such a manner that the grass is of a uniform height. If mowing results in clumps of grass being left on top of the sod, the contractor must remove the grass to a designated disposal site. Grass shall be mowed in such a direction so as to not throw grass cuttings onto the stones or their bases. All grass adhering to stones, or

bases must be promptly removed. The center strip of those avenues that are gravel must also be mowed to the uniform height of the surrounding sections.

Any damage done to moments/stones/markers/grounds must be reported immediately to the cemetery sexton. Lawn, grounds, or property damage caused by mowing and trimming operations will be repaired by the mowing contractor.

Trimming:

Trimming around monuments, flowers, containers, decorations, trees and shrubs shall be in keeping with the mowed grass height and be done in such a way as to cause no damage to any decoration, monument, tree or shrub. Any clippings on stones, the bases of stones, and on any and all decorations upon a grave shall be immediately removed. Trimming around trees shall be done in such away so as not to cut into the bark on any tree.

Leaf Clean Up:

The successful bidder(s) shall be responsible for leaf clean-up in the fall. During leaf fall, any leaves that cannot be mulched shall be raked and placed in the designated disposal site. Any leaves being removed pneumatically must first be blown into the avenue on either side of the section. No vehicle other than mowers shall be driven on the sod in any section. Leaves may need to be cleaned up more than once a season during leaf fall. All fallen leaves must be cleaned up before the first projected snowfall.

Branch Clean Up:

In the spring and throughout the season the cleanup of any downed branches shall be the responsibility of the successful bidder(s). The disposal site for branches shall be at the direction of the Village Cemetery Trustees/or their designated representative.

Operation:

The Trustees shall determine the hours of operation. All mowing shall terminate during burial services. All work in the cemetery must be done with decorum so as not to disturb anyone visiting graves sites as well as the neighbors abutting the Cemetery. The contractor(s) shall ensure that no gasoline or refreshment containers, as well as any pieces of clothing or maintenance equipment are left within the cemetery overnight.

Contract Payment:

The successful bidder shall receive their choice of payments equal to the contract May – November or twelve equal payments equal to the amount of the contract, in any and all cases payment shall be made at the end of each month, after services have been rendered.

The contractor(s) shall be responsible for paying all wages and taxes for both themselves and their employees.

The Thomaston Village Cemetery Trustees will issue to the contractor(s) Federal Form 1099 at the end of each contract year for the full amount paid.

The Thomaston Village Cemetery Trustees reserve the right to accept or reject any or all bids or proposals, decline to proceed with the selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.



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Morse's Corner, West Meadow Road**

RFP Response Form

Name of Contractor/Company: _____

Name of Contact Person: _____

Telephone Number: _____

Email Address: _____

Mailing Address: _____

THOMASTON CEMETERY BID FORM			
CEMETERY	2022 BID AMOUNT	2023 BID AMOUNT	2024 BID AMOUNT
Thomaston Village Cemetery	\$	\$	\$
Morse's Corner (Twice a year only)	\$	\$	\$
Butler Cemetery	\$	\$	\$
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TOTAL YEARLY BID AMOUNTS	\$	\$	\$
			=====
GRAND TOTAL BIDS FOR 3 CEMETERIES 2022-2024			\$

Required Attachments:

☐ Completed RFP Response Form

☐ List of Equipment

☐ Three References

☐ Insurances/Liability

Signature

Date