

2021 Mowing Season - Request for Bids

Westford Cemetery Commission
1713 Vermont Route 128
Westford, VT 05494

Introduction

The Westford Cemetery Commission is accepting bids for mowing services for the 2021 season for the following cemeteries:

- **Brookside Cemetery** (Maple Tree Lane)
- **Richardson Cemetery** (Covey Road)
- **Cloverdale Cemetery** (Route 15)
- **Osgood Hill Cemetery** (Stoney Ridge)
- **Plains Cemetery** (Plains Road)
- **Pleasant View Cemetery** (Route 128 North – including the small open area in front of cemetery along the entrance)

Scope of Work

The cemeteries require mowing on an as needed basis, usually about every 2 weeks and trimming every other time throughout the growing season.

The job also includes spring cleanup (i.e. branches and brush) and final clean up in early October. Spring cleanup and the first mowing need to be completed by Memorial Day.

The mowing schedule needs to take into consideration the following holidays: Mother's Day (May 9), Memorial Day (May 31), Father's Day (June 20), Independence Day (July 4), Labor Day (Sept. 6), and Indigenous Peoples' Day (Oct. 11).

Special Instructions/Notes

- 1) All gravestones, upright fieldstones and markers need to be treated with care to maintain their integrity and while they need to be trimmed/mowed around they are susceptible to damage from trimmers and mowers. Gravestones and markers cannot be dislodged or removed.
- 2) **Spring & Fall Cleanup**- leaves, brush and fallen branches need to be removed from the cemetery (**NOT** piled in a corner of the cemetery, disposed onto adjacent property ***NOR*** mowed over). Also the road edges of the cemeteries (esp. Osgood Hill & Plains) need to be raked or power broomed to remove winter debris (i.e. stones, sand or gravel) from the grassy areas prior to mowing.
- 3) Gravestones must be kept clean and tidy; grass clippings should be blown or swept from stones and memorials immediately following mowing activities. All practical efforts should be made to blow grass away from the gravestones.
- 4) Plains Cemetery is comprised of sandy soil and as the season progresses, requires less frequency of actual mowing.

Time Frame

Work shall commence no earlier than April 25, 2021 and be completed by October 31, 2021.

Insurance Requirements

The Contractor shall at their own expense provide, and maintain in force, the following insurance coverages:

1. Statutory Workers Compensation Insurance including Occupational Disease and Employers Liability with limits of at least \$1,000,000 for each occurrence.
2. Commercial General Liability, including but not limited to, Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability with limits of at least \$1,000,000 Combined Single Limit for each occurrence. Completed operations liability shall be kept in force for one year.
3. Commercial Auto Liability Insurance including coverage for owned, non-owned, and hired vehicles with limits of at least \$1,000,000 Combined Single Limit for each occurrence.
4. The Contractor must list the Town of Westford Cemetery Commission as Additional Insured on their Commercial General Liability Policy and Commercial Auto Liability Insurance Policy.
5. The Contractor shall provide the Town of Westford Cemetery Commission with Certificates of Insurance, as required above, prior to signing a contract. All Certificates shall contain a provision stating that the coverage's afforded under said policies will not be cancelled, materially changed or not renewed without 30 days written prior notice and 10 days for non-payment of premium.

Indemnification

The Contractor agrees to defend and save harmless the Town of Westford and the Westford Cemetery Commission, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgment of every kind and description arising out of the performance of the Agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

Additional Conditions

1. The Contractor shall provide the appropriate documentation and non-employee work agreement to the Town of Westford Town Administrator prior to starting any work.
2. The Contractor agrees to not sub-contract or assign any portion of the work without written consent of the Town.

Bid Submission Instructions

Bids shall be made on the attached form and shall be signed by the individual or an authorized representative submitting the bid. Bids addressed to the Town of Westford shall be submitted using one of the following methods:

1. Electronically - townclerk@westfordvt.us (please identify the bid by putting *Cemetery Mowing Bid* in the subject line); or

2. USPS - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Drop box at the Westford Town Office (located to the left of the front door)

Receipt of Bids & Contractor Selection

Bids will be received by the Westford Town Administrator at the Westford Town Office until **3:00 p.m.** on **April 15, 2021**. The Westford Cemetery Commission will review the bids received and make selection April 22, 2021. While the Bid amount will be the primary factor in the selection process; however, other factors (e.g., reference checks, etc.) will also be considered. The Cemetery Commission reserves the right to make the selection recommendation based on all factors and may not necessarily choose the lowest bid. The Cemetery Commission reserves the right to reject any and all bids deemed not to be in the best interest of the Town.

Note - The chosen contractor must meet with a cemetery official prior to the start of the mowing season to address any questions or concerns that may arise and to be sure that they understand what needs to be done during the 2021 season.

Questions

For additional information, please contact the Westford Town Office at 878-4587 or townclerk@westfordvt.us. Questions will be forwarded to the Cemetery Commission Members.

Cemetery Commission – Westford, VT
Request for Bids for Cemetery Mowing Services for 2021 Season
Bid Response Form 1 of 2
Due: 3:00 p.m., April 15, 2021

Contractor Name: _____

Contact Name: _____

Contact Phone #: _____

Email Address: _____

Address: _____

Provide names and phone numbers of 3 references for similar work performed by Contractor (attach separate sheet if necessary).

Continued on next page.

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Request for Bids for Cemetery Mowing Services for 2021 Season
Bid Response Form 2 of 2

<u>Cemetery</u>	<u>Mowing</u>	<u>Spring Clean Up</u>	<u>Fall Clean Up</u>	<u>Total Bid Amount</u>
Brookside	\$ _____	\$ _____	\$ _____	\$ _____
Cloverdale	\$ _____	\$ _____	\$ _____	\$ _____
Osgood Hill	\$ _____	\$ _____	\$ _____	\$ _____
Plains	\$ _____	\$ _____	\$ _____	\$ _____
Richardson	\$ _____	\$ _____	\$ _____	\$ _____
Pleasant View	\$ _____	\$ _____	\$ _____	\$ _____

One does not have to bid on all 6 cemeteries to be considered.

The bid amount shall include mowing, spring and fall clean up as outlined in the Request for Bids.

(Note: No mobilization charges will be permitted.)

The undersigned, having familiarized himself/herself with the properties shown above, hereby proposes to furnish all labor, equipment and ancillary services required to perform the mowing work according to the Request for Bids.

Signature of Bidder

Date

Printed Name

Title