

Cemetery Mowing Invitation to Bid

Bid Deadline: Thursday, December 5, 2024

Introduction:

The Town of Shaftsbury is seeking a qualified contractor with experience in maintaining cemeteries and/or large commercial and residential properties, to mow, clean up, and maintain six (6) Town cemeteries: Village, Center, Maple Hill, Grandview and Waite and Shaftsbury Hollow.

Cemetery Descriptions/Locations:

Village Cemetery – 2.9 acres - Cleveland Avenue and Rte. 7A

Center Cemetery – 2.4 acres - Rte. 7A and Tunic Road opposite West Mountain Road

Maple Hill Cemetery – 2.4 acres – East Road just south of Jct. with Maple Hill Road

Waite Cemetery - 2.3 acres – East Road to Waite Cemetery Road (north of Reservoir Road)

Grandview Cemetery – 2.4 acres – Grandview and Lamb Roads

Shaftsbury Hollow – 2.4 acres - Shaftsbury Hollow Road

Scope of Work: (May through November)

- a. Mow the listed cemeteries with the exception of Shaftsbury Hollow as needed. Not to exceed 21 times per year without approval of Superintendent.
- b. Trim around the headstones each time the cemetery is mowed.
- c. Perform spring cleanup of debris as directed by Superintendent.
- d. Perform fall clean up, including but not limited to, removal of leaves and rubbish – as directed by Superintendent.
- e. Garbage removal weekly (where applicable)
- f. Shaftsbury Hollow will be mowed, trimmed, and cleaned three (3) times per year.

How to Bid

Bidders shall submit a fixed price bid. In addition, please indicate an hourly rate for additional work outside of the scope of work. Bidders shall submit a fixed price for a 2-year extension of the contract. Bids must be submitted on the enclosed Bid Form.

Bids must be accompanied by an **insurance certificate** indicating Contractor's business auto, workmans comp, general liability insurance coverage meets the following minimum requirements:

General Liability Insurance: \$1,000,000 per occurrence; \$2,000,000 aggregate limits

Automobile: \$1,000,000 combined single limit

Worker's Compensation: per state statutory requirement. Note WC is mandatory – no exceptions.

The Town of Shaftsbury must be an additional named insured on Contractor's insurance certificate.

Bids must be accompanied by **proof of a valid driver's license**.

Bids shall be submitted in a sealed envelope labeled "**Cemetery Mowing**". Please submit bids to Paula Iken, Town Administrator, P.O. Box 409, Shaftsbury, VT 05262 or hand delivered to Cole Hall, 61 Buck Hill Road Shaftsbury.. Bids must be received by **1:00 PM, Thursday, December 5, 2024**. **DO NOT** FAX or email your bids. Those will be considered invalid bids.

Questions:

Questions regarding this bid opportunity should be directed to **Paula Iken, Town Administrator** at **(802) 442-4043 x3** or via email at administrator@shaftsburyvt.gov. Cemetery Superintendent Jen Holley is available to answer additional questions. She may be reached at (802) 384-8320.

Bid Award:

Bids will be opened at the December 16th Select Board meeting. The bid award is expected to take place at the following Selectboard meeting on January 6, 2025. All bids must be valid for **45 days from the date of opening, December 5, 2024**.

Selection Criteria:

The selection of a Contractor will not be based solely on price (low bid). The Town is committed to the ***"lowest, best qualified and most responsible vendor."***

Selection of Contractor will be based upon the following standards:

1. Bid Responsiveness: Whether the bid seems realistic, thoughtful, and fully addresses the scope of work.
2. Reputation and professional qualifications of Contractor and individuals assigned to complete this work detail.
3. Demonstrated experience with cemetery mowing and maintenance or equivalent work. Professional references will be contacted.
4. Cost of work to be done.
5. Proposal that best meets the overall needs of the Town of Shaftsbury.

Town's Rights:

The Town of Shaftsbury reserves the right to reject any or all bids/proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this bid/proposal as in the best interest of the Town of Shaftsbury. This solicitation in no way obligates the Town of Shaftsbury to award a contract.

Independent Contractor Status

The successful bidder will be considered to be an 'Independent Contractor' for tax purposes. He or she will be in charge of scheduling his or her own hours to accomplish the work tasks listed in the Scope of Work. Contractor will report to and be supervised by the Cemetery Superintendent and Town Administrator.

Payment:

The Town will pay approved invoices within 30 days of receipt. Invoices will be accepted for delivered products or services. Other charges not disclosed on bid form will be used to break ties.

Contract Period:

A contract period is for one season between the months of *May 1st and November 30th*. Bidders shall guarantee the bid price throughout the contract period. If Contractor is meeting expectations for quality of work, the Town reserves the right to renew the contract for 2 years.

IRS Form W-9:

The successful bidder will also be required to submit a completed IRS Form W-9 to the Town Administrator prior to commencement of work.

Attachments below:

- a. Bid Form

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Town of Shaftsbury, VT
Cemetery Maintenance Mowing
2024

Bid Form

Bid Price:

I. Cemetery Mowing:

a. One season \$ _____

b. Two additional seasons \$ _____

Total project cost is a lump sum figure that includes all equipment, labor and material costs associated with executing the said contract.

Hourly Rate (for other work outside of this contract): \$ _____

Type of Equipment (make, model, year):

- 1. _____
- 2. _____
- 3. _____

Personnel to be used (Name, Years of Experience):

- 1. _____
- 2. _____
- 3. _____

Professional References (Name, Contact Info.):

- 1. _____
- 2. _____
- 3. _____

Date: _____

Company: _____

Mailing Address: _____

Name of Signer: _____

Title: _____

Signature: _____

Tel. No.: _____

Fax No.: _____