

INVITATION TO BID

PROJECT TITLE: 2025 Cemetery Care

DATE: January 28, 2025

PROPOSAL DUE DATES: Bid proposals are due by March 3, 2025, no later than 3:00 PM. The bids will be opened during the regular Selectboard meeting on Monday, March 3, 2025, at 6:00 pm at the Grafton Town Hall. Bids will be awarded at the following Selectboard meeting on Tuesday, March 18, 2025.

ESTIMATED TIME PERIOD FOR CONTRACT: Work shall be done between April 1st and November 1st of 2025.

BIDDER ELIGIBILITY: This procurement is open to those bidders who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont. **Bids must include a valid certificate of insurance.**

SCOPE OF WORK: Lawn mowing and trimming around each headstone, monument, fences, stone walls, cemetery trees, small plants, and bushes located on cemetery grounds. Cemetery mowing shall be done satisfactorily, especially in preparation for Memorial Day and any burials. The Cemetery Agent will be responsible for notifying the awarded contractor of upcoming burials in a timely fashion. Houghtonville Cemetery and the Village Cemetery, specifically, must be in excellent condition for Memorial Day celebrations.

Houghtonville Cemetery shall be mowed and trimmed weekly from April 1st to July 1st, weather permitting. After July 1st, maintenance shall be done as needed, but no more than bi-weekly, weather permitting.

Stiles Brook Cemetery required to be mowed only once in the 6-month time period.

All proposals shall be a lump sum cost, which includes spring and fall cleanup of all cemeteries.

Cemeteries include: Village, Burgess, Middletown, Houghtonville, Cobb, and Stiles Brook.

LUMP SUM COST: \$ _____

Bid submitted by:

Contractor: _____

Telephone: _____ Email: _____

Date: _____ Signature and title: _____

GENERAL PROVISIONS

BID SUBMISSION AND INSURANCE: Bids will be received in the Town Administrator’s office until 3:00 pm on March 3, 2025. All bids shall be submitted in an envelope marked on the outside with the words “**2025 Cemetery Care**”. The successful firm will provide satisfactory evidence of insurance prior to the award including:

1. Contractor’s Liability Insurance and Worker’s Compensation in compliance with Vermont statutory limits.
2. Contractor’s General Public Liability and Property Damage Insurance, including vehicle coverage issued to the Contractor and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the Contract Documents, whether such operations be by himself or by any subcontractor under him or anyone directly or indirectly employed by the Contractor or by a Subcontractor under him.

Insurance shall be written with a limit of liability of not less than \$200,000 for all property damages sustained by any one person in any one accident; and a limit of liability of not less than \$200,000 aggregate for any such damage sustained by two or more person in any one accident.

EVALUATION AND SELECTION CRITERIA

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of submitted proposal
- Bidder’s ability to perform within the specified time limits
- Bidder’s experience and reputation
- Quality of materials and services specified in the bid
- Bidder’s ability to meet other terms and conditions, including insurance requirements
- Bidder’s ability to provide future services, maintenance, and support
- Bidder’s financial stability
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service

THE TOWN OF GRAFTON RESERVES THE RIGHT

- (1) To accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
- (2) To amend, modify, or withdraw this Request for Bids;
- (3) To require supplemental statements or information from bidders;
- (4) To extend the deadline for responses to this Request for Bids;
- (5) To waive or correct any irregularities in Bids received;
- (6) To negotiate separately with one or more competing bidders; and
- (7) To award the bid deemed in the best interest of the Town. All bids, upon submission, become the property of the Town.

NOTIFICATION TO BIDDERS

The Town will notify the appropriate successful contractor of the Town's selection as soon as possible following the Selectboard's vote on acceptance of the bid and awarding of a contract.

CONTACT INFORMATION:

Primary Contact

Morgan Wilbur, Town Administrator

Phone: 802-843-2552

Email: townadmin@graftonvt.org

Secondary Contact

Kim Record, Town Clerk

Phone: 802-843-2419

Email: krecord@graftonvt.org