**INVITATION TO BID**

**PROJECT TITLE:** 2025 Cemetery Care **DATE:** January 22, 2025

**PROPOSAL DUE DATES:** Bid proposals are due by February 27, 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. This should be done as needed, not less than monthly, in all of the cemeteries except for Stiles Brook Cemetery where the mowing and trimming would be required twice in the 6 months. In addition, proposals should include spring and fall cleanup of all cemeteries.

|  |  |  |
| --- | --- | --- |
| **Item/Materials** |  | **Total** |
| Spring Clean Up at all cemeteries |  | $ |
| Village Cemetery |  | $ |
| Burgess Cemetery |  | $ |
| Middletown Cemetery |  | $ |
| Houghtonville Cemetery |  | $ |
| Cobb Cemetery |  | $ |
| Stiles Brook Cemetery |  | $ |
| Fall Clean Up at all cemeteries |  | $ |
|  | Total bid: | $ |

\*Contractors do not have to use the above chart, given as a sample/template.\*

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 February 27, 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 Secondary Contact

Morgan Wilbur, Town Administrator Kim Record, Town Clerk

Phone: 802-843-2552 Phone: 802-843-2419

Email: townadmin@graftonvt.org Email: krecord@graftonvt.org