

TOWN OF CLARENDON
CEMETERY MOWING BID SHEET
Town of Clarendon, Vermont

TERM: July 2023 – June 2024 (approximately July-October 2023 and May – June 2024, subject to weather conditions)

LOCATIONS:

- (A) Clarendon Town Hall, Middle Road
- (B) Clarendon Flats Cemetery, Middle Road
- (C) Marsh Cemetery, Middle Road
- (D) Smith Pratt Button Cemetery, Old Route 7B
- (E) West Clarendon Cemetery, Walker Mountain Road
- (F) Spafford Cemetery, North Shrewsbury Road

EQUIPMENT AND MATERIALS: Contractor must supply any and all equipment and materials necessary to perform required mowing, trimming, and maintenance.

INSURANCE: Contractor shall provide certificate(s) of insurance establishing Commercial General Liability insurance coverage of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, (b) Business Automobile Liability coverage with a total liability limit of at least \$1,000,000.00, and (c) Statutory Workers' Compensation Insurance. If Contractor is not required by law to carry workers' compensation insurance, Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A. §601(14)(F) that exempts Contractor from being required to carry such coverage.

BIDDER SITE REVIEW: All contractors seeking to bid shall familiarize themselves with the Clarendon cemeteries so as to have a comprehensive understanding of the work to be done.

CEMETERY MOWING AND EDGE TRIMMING

Contractor shall mow so as to maintain grass at no higher than a three-inch height. Contractor is responsible for removal of grass clippings and other debris.

All grass and the like areas inside the cemetery boundary will be mowed or trimmed including the strip along the roadside.

Grass is not to be blown on headstones. If grass gets on stones, it is to be removed. At any time if grass buildup occurs, it is to be removed.

Headstones are to be trimmed around as needed. Care shall be taken so as to not move or damage any headstones. Brush trimming (i.e. lilacs, hydrangeas, etc.) and tree branches may be trimmed on an "as needed" basis to ensure that headstones are neither damaged nor obscured.

Cemetery must be mowed for Mother's Day, Memorial Day, Father's Day, Independence Day, and Labor Day.

The Selectboard will oversee mowing. If, at any time, there is an issue, the mowing crew is to report said issue to the Selectboard. Any work beyond the scope of mowing or trimming must be pre-approved by the Selectboard.

PERSONNEL

Contractor is solely and exclusively responsible for management of its personnel, including compliance with any and all legal requirements, including but not limited to, Federal Motor Carrier Safety Administration and Vermont Occupational Safety and Health Administration requirements.

INVOICING

Invoices are to be submitted on a monthly basis to the Clarendon Town Treasurer.

EMERGENCY WORK

The Selectboard reserves the right to select another contractor solely and exclusively for that purpose.

BID SUBMISSION

All bids shall be submitted to the Clarendon Selectboard, ATTN: Katie Nop, Clarendon Town Hall, P.O. Box 30, North Clarendon, Vermont 05759, or delivered in person to the Clarendon Town Hall. Bids can be emailed to Katie at clarendonadmasst@comcast.net. **BIDS ARE DUE NOVEMBER 18, 2022.** All bids shall be sealed and clearly marked with the subject line indicating what project is being bid. If bids are returned via email, they will be printed and placed in a sealed envelope until the November 28th Select Board meeting, at which time the Select Board will select a contractor.

PRICE SCHEDULE to be submitted:

Town of Clarendon – Town Hall and Cemeteries

Location	Fixed Price	Estimated # of Mowings	Total
Town Hall	\$	20	\$
Clarendon Flats	\$	20	\$
Marsh	\$	20	\$
Smith Pratt Button	\$	20	\$
West Clarendon (Chippenhook)	\$	20	\$
Spafford	\$	20	\$
Total Cost			\$

Additional Trimming/Maintenance per Hour: \$ _____/hour

The Select Board reserves the right to select another contractor solely and exclusively for any additional trimming/maintenance work

Name of Bidder: _____

Phone Number: _____

Email: _____

Signature of Bidder: _____

Date: _____

The Select Board hereby reserves the right to accept or reject bids at its sole discretion.