

TOWN OF CHARLOTTE
REQUEST FOR PROPOSALS
FOR MOWING AND MAINTENANCE OF CEMETARIES

February 26, 2024

The Town of Charlotte is seeking proposals from contractors for mowing and land maintenance on various Town lands and the Charlotte Little League ballfields.

Sealed Proposals are due by March 11th, 2024 by 4:00 PM and must be delivered either:

By mail to:
Charlotte Town Office
“Cemetery Maintenance Bid” OR
P.O. Box 119
Charlotte, VT 05445

By hand to:
Charlotte Town Office
“Cemetery Maintenance Bid”
159 Ferry Road
Charlotte, VT 05445

Proposals will be opened on March 11th at approximately 7:05 p.m.

Proposals shall be for the West Burying Ground (“Barber Cemetery”) and the East Burying Ground (“Bradley Cemetery”).

Work at smaller cemeteries will be billed on an hourly basis.

Proposals and contract will be for the period of April 15-December 31, 2024. However, contractor will divide the contract into seven monthly invoices (April—October).

**ALL WORK WILL COMPLY WITH THE FOLLOWING
SPECIFICATIONS**

Equipment

Only the following equipment shall be used:

1. For working in the vicinity of head-stones, foot-stones, or other memorials: Walk behind mower only, width of deck not to exceed 36”; with discharge guards and bumpers, with or without a mulching feature. A riding mower may be used for areas not near head-stones, foot-stones or other memorials.
2. Trimmers equipped with trimming filament not to exceed .065 inches.

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General Guidelines

1. Vehicles to be parked in a manner that will not impede traffic flow of town roads.
2. No smoking in cemeteries.
3. Gates, if present, should be closed and secured when work is completed.
4. Any damage or concerns should be reported to Cemetery Commissioners immediately.
5. The Contractor shall not only respect not only the solemn dignity of the cemetery, avoiding loud talking, etc., but will also train all employees concerning the provisions of this agreement and the need to prevent damage to stones and monuments.

Mowing Specifications

1. Contractor shall brush equipment prior to each mowing to reduce the spread of invasive plants.
2. Before each mow, all trash and sticks are to be picked-up and removed from the area. For East Burying Ground, this applies to the entire driveway, parking area and the burial ground in its entirety between the road ditch and the westerly property line.
3. Grass is to be kept between a minimum of 2”and a maximum of 5”. The Contractor will be expected to adjust the mowing height as appropriate and, if necessary, for different sections of the cemetery.
4. Grass clippings must be mulched or collected and disposed of off-site by the Contractor.
5. Contractor shall not mow over flat or fallen markers; extra care shall be taken around plot markers.
6. In West Burying Ground the grass outside of fence shall be cut or trimmed on the west, between the fence and road pavement.
7. All plots with coping (raised border base stone) surrounding grass will require special treatment and consideration
8. No mower will be operated within 12-inches of any marker, monument, headstone, footstone or other memorial.

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9. Contractor will use a blower to remove cut grass from stones after mowing. Contractor will also ensure that grass clippings do not build up in the corners of plots with coping – otherwise over time there will be a build-up of damaging dead grass in these areas.
10. Mower blades will be sharp at all times to provide a quality cut and prevent tearing of the grass blades.

Trimming Specifications

1. Contractor will trim fixed objects every other mowing. Grass adjacent to fixed objects shall be trimmed to the same height as the general turf. Trimming is to be done so that turf areas are not “scalped.”
2. Contractor will trim along the interior of fence and between markers, ensuring there is NO CONTACT with stones.
3. The Contractor and their employees will be expected to know the length of their trimmer line at all times to prevent the line from coming into contact with the headstones and monuments. Any line damage other than preexisting (defined as documented by the Contractor at the beginning of this agreement) is the responsibility of the Contractor.
4. The Contractor is responsible for ensuring that the rotation of the string causes the grass to be thrown back towards the operator. This will help prevent objects such as rocks and sticks from being thrown by the trimmer toward fragile headstones, thereby minimizing the potential for accidental damage.

Edging Specifications

1. In the Barber Cemetery, Contractor will edge the fence every other mowing during the growing season to keep vines from growing up the fence.

[See Maps 14 & 15 for further details.](#)

PROPOSALS SHALL BE SUBMITTED AS FOLLOWS:

1. Bid shall be for a lump-sum price to provide all clean-up and mowing of the East and West Burying Grounds as indicated in these specifications for 2024.
2. Bid shall include per/hour price for any additional work.
3. Bid should indicate whether the contractor will be using a 4 cycle or battery

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operated trimmer. Preference may be given to contractors using 4 cycle or battery operated trimmers.

SELECTION CRITERIA:

The contract will be awarded by the Town of Charlotte Selectboard based on the following criteria:

- Price: Lowest price will be an important but not the only criterion.
- Professional Competence: This will be evaluated from references and information about available equipment, staffing levels and approach to the work. When responding to this Request for Proposals, please make sure that you provide information about your equipment, staffing, relevant experience and approach, as well as three references with a brief description of the work performed.
- Local Preference: All things being approximately equal, in the case of two or more close proposals, preference may be given to a local operator. A “local operator” for the purpose of this RFP is a company located in Charlotte, or a company whose owner or manager lives in Charlotte.

Site Visit: The Town will do a site visit to all properties with the selected contractor.

Award of Contract: The Selectboard intends to award a contract on March 25th. The Selectboard reserves the right to accept or deny any or all proposals, in full or in part, for any reason.

Certificate of Insurance: The selected bidder shall provide, prior to starting work, a certificate of insurance naming the Town of Charlotte as an additional insured with liability coverage of no less than \$1,000,000. The Certificate must also include Workers Compensation Insurance, and Automobile Insurance for vehicles used to transport mowing machinery.

Payment Schedule: Contractor will submit invoices on a monthly basis, so there will be seven invoices & payments per season (April – October).

A site walk in advance of bidding can be arranged by calling Nate Bareham, Town Administrator at (802)-425-3071 ext. 5 or e-mailing townadmin@townofcharlotte.com.

Any questions should be directed to Nate Bareham, Town Administrator, at (802)-425-3701 ext. 205, or townadmin@townofcharlotte.com

Please Note – The Town Cannot Accept Proposals Submitted By E-mail.