

**Town of Raymond, New Hampshire
Cemetery Trustees
Request for Proposals**

**Cemetery Lawn Maintenance Services
2025 through 2027**

The Cemetery Trustees for the Town of Raymond, New Hampshire are soliciting proposals from Contractors interested in providing lawn maintenance services for the Old Pine and New Pine Cemeteries, Epping St. Raymond NH. 03077 (two cemeteries). The Cemetery Trustees are seeking quotes for 3 years. An annual contract will be executed in the spring of each year.

Interested Contractors shall provide the Cemetery Trustees with written proposals outlining the firms experience, references and equipment to be used. The proposal shall also include a section regarding cost.

It is anticipated that the lawn maintenance activities will begin on or about April 10, 2025, and be completed on or about September 8, 2025.

All proposals must be provided in hard copy (**4 copies**) enclosed within a sealed envelope and clearly labeled "Cemetery Lawn Maintenance Services" by the deadline noted below:

Bids will be received by the Town of Raymond, New Hampshire, at the Town Office until **3:00 p.m. Wednesday, October 23, 2024**, at which time bids will be opened publicly at the DPW office at 4 Epping Street in Raymond, NH.

Hard copy bids (4) must be mailed, or hand delivered to:
Town of Raymond
Cemetery Trustees
4 Epping Street
Raymond, NH 03077

For questions only email: raymondnhcemeterytrustees@gmail.com

The Town of Raymond Cemetery Trustees reserve the right to contract with the bidder that has been determined to provide the best interest of the Town after full consideration of cost, schedule and overall value.

The Cemetery Trustees reserve the right to adjust the schedule as may be required due to weather conditions.

Read Important Bidder Information

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Important Bidder Information

Contractors should plan to visit the job sites prior to bidding to make themselves familiar with the scope and extent of the cemetery lawn areas, terrain and various constraints to mowing. **These are not flat areas with easy mowing.**

Map Location: <https://maps.app.goo.gl/rrk9TWsL4qvRdZog7>

The following will become a part of the Agreement for Services with the selected Contractor.

Scope of Work

1. The Contractor shall mow and trim all grassed areas of the subject cemeteries at a frequency dictated by the Cemetery Trustees.

The frequency will typically be once a week at the Old Pine Cemetery and once a week at the New Pine Cemetery. This may be modified based on weather (including drought), cemetery events and/or holiday activities.

2. If the workload of the Town DPW Division requires that we seek assistance in fall clean-up tasks the Contractor may be asked to provide leaf collection services.

Schedule

1. It is anticipated that the lawn maintenance activities will begin on or about April 10, 2025, and be completed on or about September 8, 2025. The time frame for lawn maintenance activities in subsequent years would be set each Spring in the annual contract.
2. If leaf collection services are requested, it would occur outside the lawn maintenance timeframe noted above.

Contractor Performance Criteria:

1. Lawn Maintenance activities shall mean to maintain the grassed areas to the following standards:

Mowing the grass within every section of the respective cemetery, along and under the street side railing up to the back of sidewalk, open lawn areas, along the fence lines and up to the edge of the tree lines.

Trimming the grass with a string trimmer around every vertical element and ground surface edge. Such as head stone, footer stone, corner marker, plot wall, monument, tree and along every pavement edge.

Loose clipping materials should be blown off paved surfaces after each weekly mowing. This standard shall be met each time the Contractor performs maintenance activities.

2. The Contractor shall determine the number and type of mowers, trimmers, blowers and other equipment necessary to achieve this standard.
3. The Contractor shall have ready access to sufficient back-up equipment that can be utilized within 2 hours in the event of a breakdown.
4. The Contractor shall make a verbal report to the Cemetery Trustees Chairperson regarding the dates on which the lawn maintenance operations and/or any requested Leaf Collection that will occur during the upcoming week, advise the Trustees of any problems encountered, interruptions for severe weather or other such events, resolution of corrective actions and any damage to the cemetery elements due to vandalism, acts of nature, soil subsidence and the like.
5. Leaf collection activities shall mean that a full crew of three with all necessary equipment and fuel undertaking the raking, blowing, and vacuuming of all fallen leaves, twigs and branches at the hourly rate quoted on the attached Bid Form.
6. All lawn clippings and leaf debris to be disposed of by the Contractor.
7. Lawn maintenance and any requested Leaf collection activities cannot be performed during the time of an active burial.
8. Lawn maintenance and any requested Leaf collection activities shall occur during normal business hours.

Invoicing for Hours Worked:

1. The Contractor shall invoice once a month for the approved Lawn Maintenance activities that occurred during the previous 4 weeks to include the dates and location of each occurrence.
2. The Contractor will be paid by the complete mow and/or by the crew hour for any requested Leaf Collection activities at the quoted per mow or Leaf Collection crew rate listed on the Bid Form for the respective year.
3. To the extent the Contractor does not complete 100% of the activities for the amount invoiced for that weekly operation, the amount shall be adjusted downward by the Cemetery Trustees.
4. **The Town of Raymond has a 30-day payment term requirement**, unless otherwise approved by the Town Manager.

Safety:

All activities under this Contract shall be executed in accordance with all applicable Federal, State and Local safety regulations. All workers of the selected Contractor shall be properly trained in safe operation of tools and equipment assigned to them for their use and shall be provided with proper safety and protective gear.

Insurance:

The selected Contractor agrees that it will carry any and all insurance which will protect it, the Town of Raymond and their officials, agents, volunteers and employees from any and all claims and demands, costs, damages, loss of service or consortium, expenses, compensation and attorneys' fees including but not limited to any and all claims for personal injury and/or death, worker's compensation injuries, and property damages which may, in any way, arise from or out of the operations of the Contractor whether such operations be performed by the Contractor itself, anyone directly or indirectly employed by it or any other persons or company retained in any way to carry on all or a portion of the operations, activities or work required by or related to the Contract. The Contractor further agrees that the Town of Raymond and its officials, agents, volunteers, and employees shall be named as an additional insured in any and all such liability insurance policies required by the Town of Raymond.

All policies shall contain a provision that the coverage will not be canceled, changed or renewal refused until a thirty (30) day written notice is given to the Owner.

All insurances shall remain in effect until final payment. Certifications from the insurance carrier shall be submitted in three (3) copies and shall state the type of coverage, limits of liability, and expiration date.

General Liability

Each Occurrence	\$1,000,000
Damage to rented premises	\$ 100,000
Medical expense	\$ 5,000
Personal & Adv Injury	\$1,000,000
General Aggregate	\$2,000,000
Products	\$2,000,000

Automobile Liability

Combined single limit	\$1,000,000
Bodily injury per person	
Bodily injury per accident	
Property Damage	

Umbrella Liability

Each Occurrence	\$1,000,000
Aggregate	\$1,000,000 (each accident)

Workman's Compensation**

and Employee's Liability \$1,000,000 (disease Policy limit)
\$1,000,000 (disease each employee)

** If owner is the operator no workman's comp is required.

Owner's Contractor's

\$1,000.000 (combined single limit)

Protective Liability

General Liability

\$1,000,000 (B.1.& P.D.comb.)
(each occurrence)

(comprehensive premises

operations, explosion

\$2,000,000 (B.1.& P.D.comb.)
(aggregate)

products, contractual

independent contractors,

board form property damage,

personal injury)

ADDITIONAL INSURED

All liability policies shall include the Town of Raymond, New Hampshire as named Additional Insured.

- 1) The Contractor's insurance shall be primary in the event of a loss.
- 2) The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the Town of Raymond's general supervision of the Contractor.
- 3) Town of Raymond, New Hampshire shall be listed as a Certificate Holder and Additional Insured.

Bid Form

The Contractor shall provide an **all-inclusive rate** that includes all elements of the Lawn Maintenance operations. The single rate should be established to address costs associated with mobilization, daily travel, equipment maintenance, fuel and other non-lawn maintenance tasks as these tasks will not be paid for separately.

2025

1. All-inclusive rate for **one full and complete lawn maintenance operation** at the **Old Pine Cemetery**:

\$ _____ each for 2025

2. All-inclusive rate for **one full and complete lawn maintenance** operation at the **New Pine Cemetery**:

\$ _____ each for 2025

3. All-inclusive **Hourly Crew Rate** for **Leaf Collection** services (if requested):

\$ _____ per hour for 2025

(Crew of three, price includes all necessary equipment and fuel)

2026

1. All-inclusive rate for **one full and complete lawn maintenance operation** at the **Old Pine Cemetery**:

\$ _____ each for 2026

2. All-inclusive rate for **one full and complete lawn maintenance** operation at the **New Pine Cemetery**:

\$ _____ each for 2026

3. All-inclusive **Hourly Crew Rate** for **Leaf Collection** services (if requested):

\$ _____ per hour for 2026

(Crew of three, price includes all necessary equipment and fuel)

**Bid Form Continued
2027**

1. All-inclusive rate for **one full and complete lawn maintenance operation** at the **Old Pine Cemetery**:

\$ _____ each for 2027

2. All-inclusive rate for **one full and complete lawn maintenance** operation at the **New Pine Cemetery**:

\$ _____ each for 2027

3. All-inclusive **Hourly Crew Rate** for **Leaf Collection** services (if requested):

\$ _____ per hour for 2027

(Crew of three, price includes all necessary equipment and fuel)

This Request for Proposals, if accepted, will be considered a binding contract for each individual year.

Separate annual contract will be signed each Spring for the upcoming season based on approval of the Town Budget.

Company Name: _____

Mailing Address: _____

Name and Title of Authorized Signatory:

Date: _____

Signature: _____

Primary Contact Person: _____

Cell Phone: _____

e-mail: _____

By signing, I attest that on behalf of _____ I have read and I

Company name

understand the "Important Bidder Information" provided and further, that I have visited the cemeteries prior to preparing this Bid.

ATTACH ADDITIONAL SHEETS AS NECESSARY TO DISCUSS AND DOCUMENT THE COMPANY'S EXPERIENCE, REFERENCES, EQUIPMENT TO BE USED AND STAFFING LEVELS.