

Town of Orono
Request for Proposals
Mowing Services – Riverside Cemetery

The Town of Orono is seeking proposals for a qualified contractor to provide lawn maintenance services at the Riverside Cemetery. The Riverside Cemetery is located at 170 Bennoch Road in Orono. Services will include providing adequate labor and equipment for spring and fall cleanup and mowing of the grounds beginning May 15th through November 1st.

A copy of the full request for proposals and the official bid form can be found at www.orono.org, or hard copies will be available upon request at the Orono Town Office. Sealed proposals clearly marked “**Riverside Cemetery Mowing Bid**” are due to be delivered to the **Orono Town Office located at 59 Main Street, Orono, Me 04473** by **Friday, May 10th at 10:00 AM**, at which time they will be publicly opened. No award will be made at that time. Proof of Worker’s Compensation and General Liability insurance are required.

Questions should be directed to Rob Yerxa, Director of Public Works at 866-5062, or via email at ryerxa@orono.org.

No fax or e – mail proposals will be accepted. The Town of Orono reserves the right to reject any and all proposals, and waive any irregularities.

Background:

The Town of Orono’s Riverside Cemetery is located at 170 Bennoch Road in Orono. The lot measures approximately 20 acres and contains over 5,000 burial lots, including an urn garden. Riverside Cemetery is an active cemetery with over twenty burials annually under the management of the Public Works Department. An area located at the northeast corner of the lot at Riverside Cemetery is owned, operated, and maintained by the City of Old Town. This parcel will not be included in this agreement.

The cemetery Sexton is available on site Monday through Friday 7:00 am to 3:30 pm. The Town strongly recommends that potential bidders make site visits to become familiar with the area.

The successful contractor will be expected to be able to be respectful of cemetery patrons and understand that work will need to be scheduled such that it will not interfere or disturb interment ceremonies. Scheduling of work will need to be confirmed with Public Works staff weekly.

Scope of Work:

Provide labor, equipment, and materials sufficient to provide the following services:

- Provide spring clean up services. This includes the collection of leaves and fallen limbs. A location on site will be provided for the disposal of the collected materials. This must be completed by May 30th.
- Grass cutting:
 - Grass is to be mown at a height of 3 inches on a weekly basis, or less often at the direction of Public Works.
 - This is to include trimming around trees and stones as necessary to maintain the same height as mowed grass.
 - Grass clippings may be raked or mechanically bagged as necessary. A location will be provided on site for the disposal of any collected grass clippings. Unless the volume of clippings becomes too unsightly, it is the Town's preference to leave the clippings in place as mulch.
 - All mowing and trimming should be completed as to not damage stones and plantings at grave sites.
 - Mowing activities must be coordinated with the Public Works Department on a weekly basis, to avoid conflicts with internment ceremonies. No mowing activities will be allowed during an internment ceremony.
- Provide fall clean up services. This includes the collection of leaves and fallen limbs. A location on site will be provided for the disposal of the collected materials. This must be completed by November 1st.

All services must be provided to the satisfaction of the Public Works Director or designee. Should the contractor be in violation of the terms of the agreement, the contractor will be given written notice of this violation and allowed ten days to comply with the conditions of the notice. Should the contractor fail to comply, the Town reserves the right to nullify the agreement.

Terms of the Agreement:

The initial agreement will apply to the 2013 mowing season. The Town reserves the right to negotiate two single season extensions to allow for a total of three mowing seasons under the current agreement.

Proposal Requirements:

- **General Statement of Qualifications:** Provide a general statement of qualifications on company letterhead that demonstrates the firms' qualifications and intent to meet the terms of the agreement. In this statement, demonstrate the firms understanding of the requirements of the agreement, and make note of any important facts that make the firm especially qualified for this work.
- **Completed Bid Form – Attached**
- **References:** Provide no less than three independent references that can demonstrate or confirm the contractor's ability to successfully perform the services required under the scope of work. These references must include the owner's name and contact information, the type of services provided, and when the services were provided.
- **Insurance:** Provide Proof of the following insurance coverage list the Town of Orono as additionally insured:
 - Worker's compensation insurance in accordance with Maine Law
 - General Liability: \$500,000 each occurrence, \$5,000 medical expense, \$1,000,000 general aggregate, \$1,000,000 automobile liability – each accident.

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BID FORM

Due Friday, May 10th at 10:00 AM

Contractor Name: _____

Contact Name: _____

Contact Phone #: _____

Address: _____

Bid Price for lawn maintenance services at the Riverside Cemetery for the 2013 mowing season as outlined in the above Request for Proposals:

Bid Price: \$ _____

The Bid Price specified above is considered valid for 60 days from the stated bid opening date.

The Town of Orono reserves the right to reject any and all bids; waive irregularities as do not affect the substantive provisions thereof, and to negotiate with any bidder or to accept any bid deemed advantageous to the Town of Orono.

_____ Date: _____

Authorized Contractor’s Representative Signature