

**CEMETERY COMMISSION
P. O. Box 711
1 ACADEMY STREET
SWANTON, VERMONT 05488**

**INVITATION TO BID
2024 MOWING AND GROUNDS MAINTENANCE**

The Cemetery Commission of the Town of Swanton is requesting bids for the 2024 season for mowing and grounds maintenance on its cemeteries listed below:

Riverside Cemetery: 176 North River Street, approximately 12 acres containing approximately 3300 monuments. This cemetery is the only active cemetery that the Commission is operating at this time. Included in the twelve acres is also a parcel located adjacent to the developed parcel that has no monuments but must be kept mowed and in good condition.

Church Street Cemetery: 24 Church Street, approximately 1.65 acres containing approximately 860 monuments, many of which are historic. The cemetery is not active but is fenced, gated and locked.

Dorman Cemetery (aka Woods Hill Cemetery): 126 Woods Hill Road, approximately 1.10 acres with approximately 275 monuments. Many of the monuments are in disrepair.

Green's Corners Cemetery: Sheldon Road (VT Route 105) just south of Viens Road intersection, approximately .90 acres containing approximately 390 monuments.

Scope of Work:

Season: The season runs from April 15 to October 31st unless extended upon mutual agreement between the vendor and the Commission

Mowing: All lawns are to be mowed so that the grass is no longer than 5 inches and no shorter than 2.5 inches.

Trimming: Trimming of all monuments and other structures is to be done each time the mowing occurs.

Spring and Fall Clean up: The grounds are to be picked clean of branches, twigs, Refuse, litter and other debris prior to the first mowing of the season, as well as after the final mowing of the season. All material picked up is to be hauled away and properly disposed of.

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Clippings: All clippings are to be removed and properly disposed of. There are barrels for refuse located in the fenced enclosure at the Riverside Cemetery that are to be emptied and properly disposed of.

Bidder requirement:

Equipment: The successful bidder is to provide all of their own equipment, fuel, hand tools, trimmers, etc. that are required to properly do the work required. They will also be responsible to provide their own fuel, oil and maintenance of their equipment.

Insurance: The successful bidder is to provide at the time of the signing of the contract, a Certificate of Insurance showing limits of liability for property damage, injury and liability to others, worker's comp coverages. The limits of liability as per the Accounting Policies of the Town of Swanton are \$1,000,000.00 minimum.

Submission of Bids:

All bids are to be submitted in a sealed envelope marked, "**Cemetery Mowing and Grounds Bid 2024**" to Swanton Cemetery Commission either by mail or personally delivered **NO LATER THAN 4:30 PM ON FRIDAY, APRIL 12, 2024 TO:**

Swanton Cemetery Commission
c/o Swanton Town Administrator
P O Box 711
1 Academy Street
Swanton, VT 05488

The Swanton Cemetery Commission reserves the right to reject any or all bids.