

Trustees of The Trust Funds
P.O. Box 880, Kingston NH

Request for Proposal (RFP)
Cemetery Grounds Maintenance

Introduction

The Trustees of the Trust funds of Kingston, NH (Trustees) acting in their capacity as cemetery trustees, are soliciting sealed bids for Cemetery Grounds Maintenance, as outlined in this RFP.

The trustees cordially invite you to submit a bid in accordance with the herein contained specifications, terms and conditions. Prospective bidders are advised to read the entire RFP carefully, prior to filling out and submitting a proposal. Complete the "Bid Form Offer" (attachment A) and sign the form. Unsigned bids will not be accepted.

Conditions of Proposal

1. Site Visit:

A site visit can be arranged by contacting Phil Coombs, Sexton, at 603-702-5118

2. Bids:

Sealed bids are due no later than **4:00 pm on April 6, 2020**. A complete copy of this RFP, including attachment "A" shall be marked with your company's name and address, **notated "Cemetery Grounds Maintenance Bid"** and addressed as follows:

Trustees of the Trust Funds
P.O. Box 880
Kingston, NH 03848

Bids may also be submitted in person to Kingston Town Hall, Selectmen's office during regular business hours up to the date and time stated above.

No bid will be accepted after the time and date specified. Telephoned or faxed bids will not be considered. The Trustees are not responsible for bids not properly marked. Postmarks indicating date of mailing will not be considered as evidence of intent to submit bids in the proper time. In order to be considered, all bids must be in conformance and agreement with the Bid Documents and Specifications.

Bid prices must be in US Dollars and must include all costs required in this RFP. Any and all special prices, fuel surcharges must be built into your bid price at the time of bid.

Bid opening is scheduled for April 13, 2020 at 7p.m. at the Kingston Community Library, 2 Library Lane, Kingston, NH (use 56 Church street for GPS directions)

Important Note: The Trustees shall have the right to reject any and all bids and to accept that bid which appears to be in the best interest of the Town. Whenever all bids exceeded the budgeted appropriation for a purchase, the Trustees may enter into negotiations with the most nearly acceptable bidder.

The Trustees reserve the right to select the successful bidder on the basis of the proposal meeting the functional and operational requirements specified, as well as the cost.

3. Responsibility for Measurements and Quantities:

The bidders shall be solely responsible for the accuracy of all measurements and for estimating material quantities required to satisfy these specifications.

4. Discrepancies and Addenda:

Should a Bidder find any discrepancies in the specifications or should there be a doubt as to their meaning, the Bidder shall notify Sexton Roger Clark immediately in writing at the address above. The Trustees shall then send a written addendum to all Bidders concerned. Oral instructions or decisions, unless confirmed by written addendum, will not be considered valid, legal or binding. No additional costs will be authorized because of failure of the bidder to include work called for in the addendum in his or her bid.

5. Competency of the bidders:

The Bidder shall furnish the following information:

Three references for comparable work completed within the last two years. Include a contact person and telephone number for reference purposes.

6. Safety:

All Contractor employees shall comply with all applicable OSHA and State of New Hampshire, Department of Labor, Safety Regulations while performing all work.

7. Insurance:

Prior to the award of the work, the successful bidder shall procure and shall maintain throughout the life of the project, comprehensive General Liability Insurance, including broad form endorsement, of not less than one million dollars (\$1,000,000), combined single limit, workers compensation coverage for all employees at the project sites and other such insurance coverage as required by the laws of the State of New Hampshire.

Failure to provide the required insurance coverage shall disqualify the bidder.

The Contractor (Bidder) shall indemnify and hold harmless, during the life of the contract, the Trustees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description brought or recovered against them by reason of any act or omission of the said Contractor (Bidder), his or her agents or employees, in the execution of the work or in guarding the same.

8. Bonding requirements: (N/A)

9. Contract price:

The proposed price shall include all materials, labor, equipment, transportation, delivery, set up, permits and other services, as required, to complete the work as satisfied.

10. Codes:

The bidder is responsible for meeting any and all local, state, and federal codes and regulations.

11. Permits:

The successful bidder shall obtain and pay for all permits, government fees, licenses and inspections, as required, for the successful execution and completion of work.

12. Cemetery locations:

- Greenwood Cemetery: North Road, immediately west of the Kingston Veterans Club
- Pine Grove Cemetery: Route 111, just past the Kingston Police Station
- Plains Cemetery: End of Cemetery Lane, which runs between the Church of the Plains and the Bartlett Real Estate Office
- Millstream Cemetery: Route 125, just beyond the VFW

13. General Specifications:

Mowing: Unless otherwise directed by the Town Sexton or the Trustees, all cemeteries shall be mowed every 10-15 days, from the second week of May through the end of August. From September 1st through November 10th, all cemeteries shall be mowed every 18-20 days.

Trimming: Trimming shall be completed with string trimmers every other mowing.

Additional mowing and trimming may be requested by the Trustees, through the Sexton, if needed, in the sole judgement of the Trustees. Any additional mowing and/or trimming requested shall be at the pricing in the bid.

Grass clippings may be left on the turf unless doing so shall damage the turf. As needed, grass clippings shall be removed to a suitable location, as directed by the Sexton.

Pruning, Hedge and Brush: All ornamental shrubs and hedges shall be trimmed once per season to limit / reduce their size.

Spring Cleanup: All cemeteries shall receive a cleanup in late April/ early May (spring). The cleanup shall include raking and removal of all leaves and fallen branches from all areas. The Sexton shall provide a site for disposal of leaves and branches.

Fall Cleanup: All cemeteries shall receive a cleanup in late October / early November. The cleanup shall include raking and removal of all leaves and fallen branches from all areas. The Sexton shall provide a site for disposal of leaves and branches.

14. Invoicing:

Services shall be invoiced monthly, submitted to the Sexton by the tenth of each month for presentation to the Trustees at their monthly meeting (currently the third Monday at each month). Invoices shall be detailed and itemized with dates and locations of all services provided.

NOTE: All services performed at the Millstream cemetery shall be invoiced separately from the other three cemeteries.

15. Term:

The Trustees would like the bidders to submit bids covering 3 years.

Appendix "A"

Bid Form Offer

Cemetery / Location	Description of Service	Fee per Service
Greenwood	Mowing	
	String Trimming	
	Pruning	
	Spring cleanup	
	Fall cleanup	
Pine Grove	Mowing	
	String Trimming	
	Pruning	
	Spring cleanup	
	Fall cleanup	
Plains	Mowing	
	String Trimming	
	Pruning	
	Spring cleanup	
	Fall cleanup	
Mill Stream	Mowing	
	String Trimming	
	Pruning	
	Spring cleanup	
	Fall cleanup	

By: _____
 Printed name

 Signature

Company name: _____

Address: _____

Telephone: _____

email: _____