

WILLIAMSTOWN CEMETERY COMMISSION

Seeking a Contractor to maintain grounds and perform the Sexton
Duties at the Williamstown Cemeteries for the 2017 season.

Contractor wishing to bid can obtain a copy of the Specifications by contacting
The Williamstown Town Clerk to obtain a copy or go to www.williamstownvt.org
All written bids shall be received at the Williamstown Town Clerk's Office, P.O.
Box 646, 2470 VT Rte 14, Williamstown, VT 05679
By October 5, 2016 at 4:00 p.m.

BOARD of CEMETERY COMMISSIONERS

Town of Williamstown
P O Box 646
Williamstown, VT 05679

**REQUEST for BID for
CEMETERY MAINTENANCE/GROUNDSKEEPER/SEXTON**

GENERAL:

1. The Contractor will be responsible for the care of all three Williamstown Cemeteries; Village Cemetery, East Hill Cemetery and West Hill Cemetery.
2. Term of Contract: April 1 – November 15, 2017
3. Interments are scheduled; weather permitting, May 10th – November 15th.
4. All labor, equipment, mowers, trimmer, etc. including blades, oil, fuel, supplies and any other parts or maintenance items will be provided by the Contractor. List all equipment that will be used to fulfill the contract, as an attachment.
5. Contractor will provide Proof of Insurance to be effective for the duration of this agreement, with the Town of Williamstown also named as an insured against liability for damage to property, injuries, etc. due to negligence of the Contractor. Minimum limits to be \$500,000 per claimant and \$1,000,000 per incident.
6. Contractor must provide a Non-Employee Work Agreement.

MAINTENANCE/GROUNDSKEEPING:

Contractor will provide the following services to the satisfaction of the Board of Cemetery Commissioners:

1. Cleaning up cemeteries in spring, including removal of winter debris, fallen tree branches, leaves, litter, etc., starting at the beginning of the contract year as weather permits.
2. Mowing and maintaining of all the lawn/grass areas of the cemeteries at normal lawn height (approximately 2 inches), excluding the undeveloped areas in West Hill and East Hill Cemeteries and the apple orchard in East Hill Cemetery.
3. Trimming around all monuments, gravestones, markers, trees, memorials, fences and the like so that the grass will be maintained at normal lawn grass height (approximately 2 inches) and exercising reasonable care to prevent any damage to monuments, memorials, gravestones, fences, etc.
4. The Contractor will be liable and held responsible to correct at his or her own expense, any damages to cemetery monuments or property by his or her negligence as determined by the Commission.

5. Removal of bouquets, floral displays, vases, mementos left on graves, single-use containers, and the like when their condition and appearance no longer serve their original purpose. (The time and condition of items for removal is as per regulations.) Containers for flowers or other salvageable items are to be stored in an agreed upon area.
6. Keep the Village Cemetery shed in a clean, neat, and secure order.
7. Provide the Cemetery Commission with a monthly status report. Attend monthly Cemetery Commission meetings, usually the 4th Thursday of the month and communicate with the chairperson concerning any between meeting needs.
8. The Contractor will monitor the town cemeteries and provide recommendations to the Cemetery Commissioners when and where attention is needed.
9. Provide fall clean-up at the end of the season, (normally by mid-November). Take in flags and lock-up for winter and provide commission with keys.
10. The Contractor will at all times maintain a neat and clean appearance and a helpful, considerate attitude and demeanor when dealing with the public, funeral directors, mourners, families, visitors, etc. and will advise the Cemetery Commissioners of any problems, concerns, or questions. The Contractor will monitor the behavior of persons on cemetery grounds (when on duty) and notify the Commissioners, Town Manager, or Police, if intervention is needed and not intervene in an inappropriate manner.

SEXTON DUTIES:

1. The Contractor will schedule Burials with Funeral Directors and the families and find Lot locations and prepare the grave site for burial, to include cutting the sod for the opening of the grave.
2. The Contractor will record burials in the Williamstown Cemetery Commission files to include the name of the person buried, date of birth, deceased date, burial date, and Lot owner.
3. The Contractor will make himself available to schedule, prepare, close and oversee burials on weekdays and weekends as needed. Also to perform other projects as directed by the commission at a price to be negotiated yearly (such as installation of grass markers, corner stone markers, etc. Also cutting the sod for the foundation vendor for locating and indicating where the stone is to be placed.)
4. The Contractor will sell lots when Commissioners are not available, collect the money for the lot and record the deed.
5. The Contractor will ensure that grave sites scheduled for burials are neat and trimmed prior to funerals. Notice of burials will be given in advance and coordinated with the Commission. (*Should be coordinated with lawn maintenance person if the Sexton job is separate.)

TERMINATION OF CONTRACT:

1. The Contractor shall provide intention to terminate the contract in writing to the Board of Cemetery Commissioners at least 30 days prior to the termination date.

2. The Board of Cemetery Commissioners will at their discretion, give 30 days notice of termination for reasons other than items named in 3 and 4 in this section.

3. A written warning will be issued for failure to perform duties and a two week opportunity to correct will be given. If the request for correction is not complied with within this two week period, the contract will be terminated immediately.

4. A two week period of inactivity with no communication may be considered abandonment and the contract will be terminated immediately.

PAYMENT:

The yearly contract amount will be paid in seven payments. A written request for payment which is to include a general breakdown of the work performed and/or additional materials provided will be submitted by the Contractor.