

Request for Proposals Care of Petersham Cemeteries FY2019-FY2021

DATE: December 4, 2017

Good Day Perspective Care of Cemeteries Contract Bidders,

Company	Contact	Location	Email	Phone
BHD Lawn and Building Services	Justin Bendzewicz	Dracut, MA	justin@bhdcompany.com	978-453-0284
Edward J Lubelczyk	Edward J Lubelczyk	Gilbertville, MA	Joex7106@aol.com	413-477-6922
Favreau Forestry, LLC	Brian Favreau	Sterling, MA	office@favreauforestry.com	978-706-1038
Gatsby Grounds	Kimberly Cole	Lunenburg, MA	kcole@gatsbygrounds.com	978-365-9880
Gleason Johndrow Landscaping, Inc	Anthony Gleason	Florence, MA	gleasonjohndrowlandscaping@gmail.com	413-727-8820
Great Oak Services	Robert N. Glidden Jr.	New Braintree, MA	rngliddenjr@msn.com	508-344-9892
JCBM Enterprises, Inc, DBA S & K Lawn Care	William Metcalf	Monson, MA	joanskla@gmail.com	413-267-3100
Mountainview Landscapes and Landcare Inc.	Jason Holloway	Chicopee, MA	jasonh@mountainviewinc.com	413-377-6168
Barnes Landscaping	Rexine Barnes	Petersham, MA	Rexinebarnes@yahoo.com	978-724-6639

Please find below a **Scope of Work** of the Town of Petersham Care of Cemeteries FY19-FY21. The current contract for the Care of Cemeteries in Petersham, MA and the current landscaping contractor will expire 6/30/2018.

The Petersham Selectboard and Cemetery Commission are requesting that experience qualified landscaping contractors provide a 3 year care of cemeteries proposal. Please send the quotation proposal to me at the email address **only** (stevenboudreau391@gmail.com) below by **12 noon Monday January 15, 2018**. If you have any questions please feel free to contact me.

Award of Bid will be based on the **lowest most responsive responsible qualified contractor with at least 5 years of related experience**. Perspective contractors are encouraged to site visit all cemeteries that you will responsible for maintaining.

If you have any questions please feel free to contact me. Thank you in advance for your assistance and response to this request.

Steven C. "Steve" Boudreau
Administrative Coordinator
Town Offices 3 South Main Street PO Box 486
Petersham, MA 01366
stevenboudreau391@gmail.com
[978-724-3353](tel:978-724-3353)
[978-724-3501](tel:978-724-3501) (fax)
Cell Phone [774-200-4629](tel:774-200-4629)
Office Hours Monday – Thursday 8am-5pm
Friday 8am-12noon (closed Fridays on Selectboard meeting weeks)

12-4-2017 CC: Petersham Selectboard & Lynn Shaw & Ann Townsend-PCC

FY2019-FY2021
TOWN OF PETERSHAM
CARE OF CEMETERIES
Scope of the work

TOWN OF PETERSHAM

This list of specifications is intended to define the major expectations related to the Care of Cemeteries contract to be awarded to an outside firm by the Town of Petersham.

The Town maintains nine (9) cemeteries, with a total area of twenty-one (21) acres.

1. Spring clean-up to begin at the end of March or as soon as the snow is gone.
2. Replace sod disturbed during the winter or in other seasons.
3. Rake sand and debris from grass.
4. Rake leaves left over from winter and fall. Remove planters and dead flowers.
5. Smooth or lift out ruts left by trucks, cars, or other heavy equipment.
6. Seed or re-sod bare spots at appropriate time.
7. Fill in sunken graves as needed.
8. Record and report to Cemetery Commission any fallen, loose, or broken gravestones.
9. Level up metal grave lot corner markers as needed.
10. Prune trees and cut back limbs encroaching in travel lanes and on gravesites.
11. No pesticides or herbicides are to be applied without written approval from the Cemetery Commission.
12. Apply lime and fertilizer in consultation with the Cemetery Commission.
13. Start mowing by the first week of May. Mowing should include but not be limited to trimming around trees, stone walks, gravestones, markers, etc.
14. Suggested mowing annually:

East Street Cemetery	20 times per year/Brush Hogging annually
Center Cemetery	19 (aka Village Cemetery)
West Road Cemetery	19 (aka Coolidge Cemetery)
Goddard Cemetery	19 (aka Hardwick Road or 1 st South Cem.)
Ledgeville Cemetery	16 (aka Gates or 2 nd East Cem.)
Mann Cemetery	16 (aka North or Harvard Forest Cem.)
Flatrock Cemetery	12 (aka Northwest Cemetery)
Nichewaug Cemetery	* (aka 2 nd South Cemetery)
Williams Cemetery	* (aka Indian Cemetery)

* Trim around stones as needed and brush cut cemetery and trim around walls once annually.

15. All cemeteries are to be groomed within three (3) days before Memorial Day.
16. Set in place each veteran's grave marker as it is delivered, both before Memorial Day and after, until the ground is frozen, for a fee of fifty dollars (\$50).
17. Remove the accumulation of grass clippings, at Contractor's expense.
18. Remove the accumulation of leaves before the first snow, at Contractor's expense.

19. Do final mowing in autumn.
20. Meet with Cemetery Commission in the spring of each year to discuss cemetery needs.
21. The contract will be for a three-year period running July 1, 2018, through June 30, 2021, pending Town Meetings appropriation approval, with no option to renew.

BURIALS

The successful bidder is required to be responsible for handling burials. Burials are done all twelve (12) months of the year. Therefore, all bidders are requested to include a narrative description of a back-up provision for handling this responsibility, if the need should arise to open and close a grave when he/she is not available.

The fees for burials are set by the Cemetery Commission, approved by the Petersham Selectboard. Effective 9/8/2014, Burials Fees are: April 1 to November 30 Weekday Burials: Full Burial \$350.00 Cremation Burials \$125.00, April 1 to November 30 Weekend & Holiday Burials Full Burials \$450.00 Cremation Burials \$225.00, December 1 to March 31 Winter Weekday Burials Full Burial \$450.00 Cremation Burial \$225.00

December 1 to March 31 Winter weekend & holiday Burials Full Burial \$550.00, Cremation Burial \$325.00. Fifty dollars (\$50.00) of each burial fee is to be used to cover work performed for overseeing, managing, and recording all burials. These fees for burials are paid to the Town and then disbursed to the Contractor upon receipt of an invoice from the Contractor. They are separate from, and in addition to, the Fixed Price contract for the Care of Cemeteries.

To handle a burial, the Contractor will be expected to:

1. Work with funeral directors to expedite funerals for the convenience of families.
2. Locate the grave lot and dig the grave before vault company arrives; then make certain the vault is in place before the funeral party arrives.
3. Back-fill the grave immediately after the funeral party departs.
4. Complete all necessary forms for the Town records and deliver them to the Selectboard's Office located in the Town Office Building.

Apply loam and seed or sod to the new grave as soon as weather permits.