



City of Westbrook, Maine

Arty Ledoux
Public Services Deputy Director

Public Services Department
371 Saco Street
Westbrook, ME 04092
(207) 854-0660
(207) 854-0672 FAX

September 17, 2013

Enclosed, please find an invitation for a bid proposal for mowing and trimming at the Westbrook Cemeteries.

The attached is a request for bid pricing for the five City of Westbrook cemeteries for 2014/2016 three year bid option. We will do a site visit to discuss scope of services on Tuesday October 2, 2013 @ 9:00am with rain date of Wednesday October 3, 2013. Please try to be available on this date for this site visit if interested. We will meet at Woodlawn Cemetery main office building near duck pond.

If you have any questions, please contact me at 207-854-0660 ext 26 Monday through Friday 7am to 3pm.

Thank you,

Arty Ledoux
Westbrook Public Services
Deputy Director



City of Westbrook, Maine

Arty Ledoux
Public Services Deputy Director

Public Services Department
371 Saco Street
Westbrook, ME 04092
(207) 854-0660
(207) 854-0672 FAX

September 17, 2013

Reference: Request for proposals for cemetery mowing, and trimming services for the City of Westbrook.

Attached, is a copy of the scope of mowing services to be provided and aerial photos of the referenced cemeteries.

We have three options that you may submit a proposal for.

Option A is for mowing and trimming services for Saccarappa Cemetery, Highland Cemetery, Conant Street Cemetery, and Larrabee Heights Cemetery.

Option B is for mowing and trimming services for Woodlawn Cemetery.

Option C is for mowing and trimming services for both options A & B.

Note: The scope of services is to provide once a week mowing and trimming from May 1, 2014 thru December 1, 2014 including spring and fall leaf cleanup of all cemeteries. Request 3 year contract pricing will be considered**A 2 year mutual extension is available**

Please return proposals by October 24, 2013 @ 10:30am to:
City of Westbrook
Attn: City Clerk's Office
(Cemetery Mowing Bid)
2 York St
Westbrook, ME 04092

**** No Bids accepted after 10:30 am on October 24, 2013****

Successful bidders must provide proof of coverage for certificate of liability insurance, general liability insurance of \$1,000,000 and workers compensation/employer's liability coverage.

Please call with questions or to visit locations of cemeteries.

Arty Ledoux 854-0660 ext. 26 or 319-6063 cell OR

Doug Eaton 854-0660 ext. 29 or 838-3856 cell

Thank you in advance for considering this proposal.

The city will consider three year contract proposals for all options.

Please provide bid pricing on an annual basis as follows:

3 year option pricing per year

	2014 season	2015 season	2016 season
Option A	_____	_____	_____
Option B	_____	_____	_____
Option C	_____	_____	_____

****Mutual Optional Extension**:**

	2017 season	2018 season
Option A	_____	_____
Option B	_____	_____
Option C	_____	_____

Please include equipment list to perform this service with the proposal.



City of Westbrook

DEPARTMENT OF PUBLIC SERVICES

Request For Proposals-Option A

**Lawn care maintenance Saccarappa (5.76 acres), Highland Lake (2.25 acres),
Conant Street (.45 acres) and Larrabee Heights (.30) Cemeteries.**

1. Litter and debris will be picked up prior to mowing
2. All cemeteries will be mowed once per week beginning May 1st thru December 1st of each year (seven (7) day intervals) including spring cleanup, fall cleanup and final mowing/trimming as well as fall leaf cleanup. Leaf cleanup consists of removing leaves from the entire property as well as along the fence lines.
3. All cemeteries will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. Special precautions will be used when mowing raised lots or lots that are not level. Push mowing or hand trimming of these areas will be employed to minimize damage.
5. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.
6. All gravestones and monuments will be trimmed as a part of each mowing. Trimming will be sufficient to ensure that stones and monuments are not damaged by push or self propelled mowers.
7. Repair of stones damaged as part of the mowing process will be the responsibility of the mowing contractor. Damage to flowers and other grave ornaments are the responsibility of the mowing contractor.
8. All interior and exterior fence lines will be trimmed as part of each mowing.
9. Clipping and thatch will be raked or bagged as a part of each mowing.
10. All stones and monuments will be swept clean of clippings and thatch.

Please submit proposals specific to each option by October 24, 2013 @ 10:30am.



City of Westbrook

DEPARTMENT OF PUBLIC SERVICES

Request For Proposals-Option B

Lawn care maintenance Woodlawn Cemetery (45 acres).

1. Litter and debris will be picked up prior to mowing
2. Woodlawn Cemetery will be mowed once per week beginning May 1 thru December 1, (seven (7) day intervals) including spring cleanup, fall cleanup and final mowing/trimming as well as fall leaf cleanup. Services include the outside entrances to the cemetery. Leaf cleanup consists of removing leaves from the entire property as well as along the fence lines.
3. All cemeteries will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. Special precautions will be used when mowing raised lots or lots that are not level. Push mowing or hand trimming of these areas will be employed to minimize damage.
5. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.
6. All gravestones and monuments will be trimmed as a part of each mowing. Trimming will be sufficient to ensure that stones and monuments are not damaged by push or self propelled mowers.
7. Repair of stones damaged as part of the mowing process will be the responsibility of the mowing contractor. Damage to flowers and other grave ornaments are the responsibility of the mowing contractor.
8. All interior and exterior fence lines will be trimmed as part of each mowing.
9. Clipping and thatch will be raked or bagged as a part of each mowing.
10. All stones and monuments will be swept clean of clippings and thatch.
11. Contract also covers maintenance of the islands at both entrances on Stroudwater St.

Please submit proposal by October 24, 2013 @ 10:30am.



City of Westbrook

DEPARTMENT OF PUBLIC SERVICES

Request For Proposals-Option C

Lawn care maintenance Saccarappa (5.76 acres), Highland Lake (2.25 acres), Conant Street (.45 acres) and Larrabee Heights (.30) Woodlawn (45 acres). Cemeteries.

1. Litter and debris will be picked up prior to mowing
2. All cemeteries will be mowed once per week beginning May 1 thru December 1 (seven (7) day intervals) including spring cleanup, fall cleanup and final mowing/trimming as well as fall leaf cleanup. Services include the outside entrances at Woodlawn Cemetery. Leaf cleanup consists of removing leaves from the entire property as well as along the fence lines.
3. All cemeteries will be mowed at a frequency that ensures grass height of no greater than two (2) inches.
4. Special precautions will be used when mowing raised lots or lots that are not level. Push mowing or hand trimming of these areas will be employed to minimize damage.
5. Lawn or grounds damage caused by mowing and trimming operations will be repaired by the mowing contractor.
6. All gravestones and monuments will be trimmed as a part of each mowing. Trimming will be sufficient to ensure that stones and monuments are not damaged by push or self propelled mowers.
7. Repair of stones damaged as part of the mowing process will be the responsibility of the mowing contractor. Damage to flowers and other grave ornaments are the responsibility of the mowing contractor.
8. All interior and exterior fence lines will be trimmed as part of each mowing.
9. Clipping and thatch will be raked or bagged as a part of each mowing.
10. All stones and monuments will be swept clean of clippings and thatch.
11. Contract also covers maintenance of the islands at both entrances on Stroudwater St. Woodlawn cemetery.

Please submit proposals specific to each cemetery by October 24, 2013 @ 10:30am.