

Town of Grafton
PO Box 180
Grafton, VT 05146
(802) 843-2552

OFFICE OF THE SELECTBOARD

Date: January 19, 2023
TO: Landscape/Grounds Maintenance Entities
RFP: Request for Proposals (RFP) for the care of the lawns, headstone trimming, and trimming small plants and bushes in the Grafton Cemeteries, namely, the cemeteries known as Village, Burgess, Middletown, Houghtonville, Cobb and Stiles Brook.

The Town of Grafton is requesting proposals for lawn mowing and trimming around each headstone, monument, cemetery trees, small plants, and bushes located on cemetery grounds. This work would be done between April 1st and November 1st of 2023. This would be done as needed, not less than monthly, in all of the cemeteries with the exception of Stiles Brook Cemetery where the mowing and trimming would be required twice in that 6-month period. In addition, the proposal should include spring and fall cleanup of all cemeteries. The entity which is awarded this work will answer to the Grafton Selectboard.

Site visits (optional) to the cemeteries can be arranged with the Town Administrator (see contact information below) at any time Monday through Thursday, 8 to 4 pm up until the Thursday before the sealed bids are due (March 16th). Should it be necessary to obtain any further specifics on the RFP before then, all inquiries must be in writing only and should be made to Morgan Wilbur. With the bid, the provision of references with contact information would be welcomed and helpful.

A Certificate of Insurance must be included with the bid.

Sealed bids to be opened at the Selectboard meeting on Monday, March 20, 2023, at 6:00 pm, upstairs at the Town Hall, 117 Main Street, Grafton. Bids must be sealed and delivered to the Town Hall by 3:00 pm on Monday, March 20, 2023. The sealed envelope must be clearly marked "Town Cemetery Mowing Proposal Bid". Faxed bids will not be accepted. Bids received after that time will be returned to the sender unopened. Please read the Purchasing Policy May 4, 2020, which is on the Town Website (www.graftonvt.org) on the page: "Policies and Ordinances". It is not the policy of the Town to award a bid on price alone but to evaluate all bids and determine which is in the best interest of the Town. The Town reserves the right to reject any or all proposals or to accept the proposal deemed to be in the best interest of the Town. All proposals must meet or exceed the specifications provided.

Morgan Wilbur, Town Administrator, townadmin@graftonvt.org, (802)843-2552