

**TOWN OF CHELSEA  
SUMMER MOWING  
BID SPECIFICATION FOR 2021**

**Chelsea is seeking bids from interested parties to maintain Chelsea Cemeteries, Municipal Parks and Grounds in accordance with the specification below.**

Bids must be returned in a sealed envelope clearly marked "2021 Chelsea Grounds Care" on the outside of the envelope on or before Thursday October 29, 2020 at 2PM.

**SCOPE OF WORK:**

**Cemeteries**

The contractor will be responsible for maintaining the following cemeteries:

1. Chelsea Heights Cemetery, Route 9 (121 River Road) – Public
  2. Allen Cemetery, Route 17 (1129 Eastern Ave.) - Public
  3. Riverside Cemetery, Route 226 (615 Togus Road) – Public
  4. Douglas Cemetery – (158 Windsor Road) – Public
  5. Douglas Cemetery Extension – (158 Windsor Road) – Public
  6. Searles Mills Cemetery - (147 Windsor Road) – Public
  7. Morrill Cemetery, Route 226 (157 Togus Road) – Public
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8. Trask Cemetery – (667 Hallowell Road) – Public
  9. Davenport Cemetery – (off Dr. Mann Road) - Public
  10. Littlefield Cemetery – (off Ferry Road) – Public
  11. Goodwin Cemetery – Route 9 (River Road) – Public
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12. Hayes-Hall Cemetery - (149 Windsor Road) – Private

In Cemeteries numbered **1 through 7** above, the contractor will clean up and dispose of all fallen trees, branches and limbs, fallen leaves, old flower pots, containers and other items that have accumulated prior to the first mowing. The clean-up and disposal of trees, branches and limbs may also be required upon subsequent mowing, as needed. Mowing will commence and will continue throughout the contract period to prevent the grass in the cemeteries from growing taller than three inches in height. **Contractor agrees that upon the direction and at the discretion of the Town Manager or their designee to use a push mower to mow uneven or irregular lots or other areas of the Cemeteries to decrease and prevent damage to the grass and soil because of being mowed too low.** All clippings must be raked or vacuumed and removed from the property. The contractor will also string-trim all areas including around stones, trees, grave markers, decorations, fences and boundaries. The cemeteries containing trash barrels shall require that the barrels be emptied, and the trash removed from the site, upon each visit by the contractor.

**Utmost care should be taken by the contractor to assure that Cemeteries 1 through 7 above, are in pristine condition one week preceding Memorial Day.**

Prior to the end of the contract period all fallen leaves should be raked, fallen branches and limbs picked up and removed from all portions of Cemeteries **numbered 1 through 7** above including the removal all grave decorations and flowers, except flag holders.

Cemeteries numbered **8 through 11** above are older cemeteries that do not require the same level of maintenance. These cemeteries require an initial clean up and disposal of all trees, branches and limbs that have fallen, old flowerpots, containers and other items that have been left prior to the first mowing. During the remainder of the season, string-trimming between the head stones and the around common areas to control the ground fauna that grows there to avoid fauna height taller than four inches and fallen branch removal will be required. The entrance of the Morrill Cemetery from Route 226 and parking lot at Goodwin Cemetery from River Road shall also be kept mowed and maintained.

The lots belonging to Veterans only in Cemetery number 12 shall be kept mowed trimmed and picked up all season until such a time as the entire cemetery may be accepted by Chelsea voters. Chelsea will assist you in determining veteran lots to be maintained.

**Cemetery number 12, as of August 1, 2020 is a private cemetery. The contractor is aware that Cemetery number 12 could be accepted by voters at the 2021 Annual Town Meeting and agrees to maintain the cemetery when accepted to the same level of care as adjacent Cemetery number 6. A separate price for the maintenance of this cemetery will be negotiated upon acceptance by voters.**

While maintaining any of the cemeteries, if the contractor notes an unsafe condition i.e. dangerous roads or entrances, fences, trees, fallen stones or sunken lots, the contractor shall notify the Cemetery Superintendent at the Town Office as soon as possible. **The contractor shall also be responsible to self-report damage caused while maintaining cemeteries and grounds.**

### **Town Office**

The contractor will clean up and dispose of all trees, branches, limbs and dead leaves that have come down prior to the first mowing. The clean up and disposal of downed trees, branches and limbs as may be required in subsequent mowings. The contractor will be responsible to mow the grass around the Town Office 35 feet from the edge of the pavement on the right side and rear of the Office and on both sides in front of the Chelsea Town Office and the parking lot on Route 226 (Togus Road), so as to prevent the grass from growing no longer than three inches in height. **Contractor agrees that upon the direction and at the discretion of the Town Manager or their designee to use a push mower to mow uneven or irregular ground to decrease and prevent damage to the grass and soil as a result of being mowed too low.** All clippings must be raked or

vacuumed and removed from the property. The contractor will also string-trim all areas requiring such, including trim around stones, trees, monuments, and fences. Weeds (i.e. dandelion greens and crabgrass) also grow around the building perimeter and the edges of the walkway, which will need to be pulled by the contractor from time to time to insure a fine finished look to the mowing job.

### **Butternut Park** (Ferry Road, Kennebec River)

The contractor will clean up and dispose of all trees, branches, limbs and dead leaves that have come down prior to the first mowing. The clean-up and disposal of trees, branches and limbs may also be required in subsequent mowings. The contractor will be responsible to mow the grass along the rock boulders on the left and right side of the parking lot, as well as mow the grass on the knoll next to the Kennebec River. String trimming will be required around the rock boulders, as well as the shoulders of the parking lot on all sides. The contractor will be required to mow the entire area currently maintained which includes 50 feet beyond the edge of the pavement on the left entering the property. The trash barrel located at this park, must be emptied and the trash removed from the premises with each visit. Because this park is not monitored regularly, and because the public uses the site often, there will be a need to have the contractor pick up and remove any litter and garbage that is left at the site, prior to each mowing.

### **Gateway Signs**

The Gateway Signs are located on Route 9 and Route 17 near the Town Lines and welcome the motoring public to Town. It is very important to the Board of Selectmen that these signs are well maintained and portray a warm welcoming message. The Contractor will be responsible for clean up and disposal of all trees, branches, limbs and dead leaves that have come down prior to the first mowing. The clean up and disposal of trees, branches, limbs and litter may also be required in subsequent mowings. Mowing will commence and will continue throughout the contract period as necessary, to prevent the grass around and under the signs from growing no longer than three inches in height. **Contractor agrees that upon the direction and at the discretion of the Town Manager or their designee to use a push mower to mow uneven or irregular ground to decrease and prevent damage to the grass and soil because of being mowed too low.** The banking in front of the signs should also be trimmed to allow good visibility of the sign and provide a well-kept appearance. All clippings must be raked or vacuumed and removed from the property. The contractor will also string-trim all areas requiring such, including trim around the bases of the signposts and flowerbeds. Dead plants and flowers plus all weeds in the flowerbeds should be pulled and removed by the contractor at the time of mowing.

## **OTHER CONTRACT REQUIREMENTS:**

### **Independent Contractor**

The contractor, during the performance of the contract, shall act in an independent capacity and not as officers or employees or agents of the Town. The contractor shall employ any manpower needed to fulfill the obligations of the contract, and the contractor shall be solely responsible for complying with applicable State and Federal laws including but not limited to Worker's Compensation Law, Employment Security Law, and Minimum Wage Law.

As an independent Contractor, you will provide all equipment and supplies necessary to fulfill the contract. You will also be responsible for maintaining your equipment in a safe, operable condition.

### **Insurance**

Before work begins, the Contractor will provide proof of liability insurance in the amount of **\$1,000,000** naming the Town of Chelsea as additional named insured, with a minimum amount of **\$1,000,000** for personal injury, death, and property damage claims which may arise from the performance of the mowing contract. If applicable, you will be required to provide evidence of insurance to satisfy the requirements of the Workman's Compensation Act.

### **Payment**

The Town of Chelsea will pay the contractor in seven (7) monthly installments payable on the 15th of the month starting in May 2021 and ending with the last payment on November 15, 2021, or some other mutually agreed upon payment arrangement.

### **Assignment**

The contractor must agree not to assign the agreement, or any part thereof, without the express written permission of the Town.

### **Breach of Contract**

If Contractor fails to perform according to the terms of the contract at the time and in the manner specified, that failure shall be a breach of contract.

In the event of a breach, the Town (through its Town Manager) shall immediately give oral or written notice to you. You will then be required to perform within a reasonable time. "Reasonable time" may vary depending on the nature of the breach. If you still do not (for whatever reason) perform your duties in the time stated, the Town shall have the following options:

1. Terminate the contract: We may terminate the contract by sending you a written notice, stating the reason for termination. You will be paid for all work, which is satisfactorily done by that time, but the remainder of the money due you under the contract may be used to obtain another contractor.
2. Substitution: We may hire a substitute contractor to perform the mowing functions. We may hire a temporary substitute under conditions we feel are in our best interest, but a permanent substitute shall be under the same terms and conditions.

**Amendment, Severability, Jurisdiction**

The contract can be amended only by written consent of the Town and the Contractor. If any part of the contract is declared by a Court to be void or unenforceable, the rest of the contract continues to be valid and effective. The laws of the State of Maine will govern the contract.



**CEMETERY AND GROUNDS**  
**MAINTENANCE BID FORM**

**2021 Season**

**CONTRACTOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**Please include a copy of your proof of General Liability Insurance and Workers Comp Insurance.**

**CHELSEA CEMETERIES**

1. I hereby submit a bid of \$ \_\_\_\_\_ for the summer maintenance of cemeteries specified in the Scope of Services and Other Contract Requirements outlined in the sample contract. This Request for Proposal begins May 1, 2021 and ends November 3, 2021 and may be renewed up to three (3) agreed upon by both parties.

2. I hereby submit a bid of \$ \_\_\_\_\_ for the summer maintenance of **Cemetery 12** upon its acceptance of the deed by the voters at the June Town Meeting beginning July 1, 2021

**CHELSEA GROUNDS**

3. I hereby submit a bid of \$ \_\_\_\_\_ for the summer maintenance of Gateway Signs, Town Office and Butternut Park as specified in the Scope of Services and Other Contract Requirements outlined in the RFP. This Request for Proposal begins May 1, 2021 and ends November 3, 2021 and may be renewed up to three (3) agreed upon by both parties.

Please list your personnel and equipment (type, year, make, model) that will be used during the season;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list 3 References

Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Number \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Number \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_  
Number \_\_\_\_\_

Contract awarded pending references.

If favored with the award of this contract, I agree to meet the specifications quoted in the Cemetery Mowing Request for Proposals at the prices and under the conditions indicated, except as follows:

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Signed: \_\_\_\_\_ / \_\_\_\_\_  
(name) (title)

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

***Signed proposals must be received at the Chelsea Town Office, 560 Togus Road, Chelsea, Maine 043330 no later than, Thursday October 29, 2020 at 2:00 pm. When they will be publicly opened and read.***