



Cemetery Maintenance

Town of St. Albans

General

The Town of St. Albans is seeking a three-year contract for the town's cemetery maintenance duties. The qualified individual will be required to perform routine maintenance to seven different cemeteries located within town and maintenance at two ancient Veteran cemeteries three times per year.

Examples of Work

- Clean cemeteries prior to opening in April and closing in November, including the removal of American and Fire Fighter flags.
- Opening and ensuring the cemeteries are ready for Memorial Day and again for Veterans' Day.
- Mowing, trimming, and blowing debris off stones May through November for active cemeteries.
- Maintenance on the inactive Veterans' cemeteries three (3) times a season—May, July, and November—and billed at an hourly rate.
- Cutting brush around edges of cemeteries and removal of fallen branches.
- Informing the Town Manager and Cemetery Committee of any required or recommended additional maintenance that needs to be completed.

Requirements

- Mowers blades discharge will face away from grave side stones and any structures. Careful consideration for all other obstacles to avoid any unnecessary harm or damage.
- Must be able to hire and pay the employees needed to perform tasks throughout the season and comply with all employee tax regulations. (If applicable)
- Must abide by the Town of St. Albans policies. (i.e. no smoking, no profanity, appropriate dress, etc.) Equipment will be operated in a safe manner and proper PPE shall be worn while working on the property of the Town. Employees of the contractor are expected to conduct themselves in the same manner.
- Must possess a valid motor vehicle operator's license.

Cemeteries and Locations

Active:

Lang – Ripley Road

Lyford – Hamm Road

Maloon – Grant Road

Crocker – Dexter Road

Stewart – Pond Road

Village – Cemetery Road

Watson – Todds Corner Road

Inactive Ancient Veterans' Cemeteries:

Sleeper – Nate Richards Road

Wing/Forsyth – Devils Head Road

Insurance Requirements

Please provide proof of insurance reflecting the following coverages annually:

General Liability –

\$1,000,000 Bodily Injury Per Occurrence

\$ 400,000 Property Damage Per Occurrence

\$1,000,000 Aggregate of all Claims Per Occurrence

Comprehensive Automobile Coverage –

\$1,000,000 Bodily Injury Per Occurrence

\$ 500,000 Property Damage Per Occurrence

Compensation

The chosen individual/company will be considered as a “Contractor” and will receive a 1099 and will need to supply the Town with a completed W-9. Payments will be made monthly for active cemeteries from May – November. The required maintenance for inactive cemeteries and spring/fall clean-up will be billed at an hourly rate.

Submission

The Board of Selectmen reserves the right to reject any and all bids for the best interest of the Town. Bids must be submitted to the Town Office by 4PM on December 5, 2025 in a sealed envelope labeled “Cemetery Maintenance 2026 – 2028” and will be presented to the Board at their regular scheduled meeting on December 8, 2025 at 6 pm.

2026 – 2028 Contract Breakdown:

2026: \$ _____

2027: \$ _____

2028: \$ _____

Spring, Fall, and Inactive Cemetery Hourly Rate: \$ _____ per hour

Number of Employees: _____

Type of Equipment (Separate using a comma)

I, the undersigned, certify I am a duly authorized representative for the Contractor named _____ and I have read and fully understand the foregoing proposed agreement. I further certify the information contained herein is true and accurate and that I am fully capable of complying with this agreement. If awarded with a contract, I agree to furnish the services as specified in the Memorandum/Agreement at the prices indicated above.

Signature (Owner or Representative)

Date

Printed Name

Phone