



Cemetery Excavator Bid Town of St. Albans

7 Water Street, St. Albans, ME 04971

Phone: (207) 938-4568

A. Purpose

The Town of St. Albans is accepting bids for a qualified individual to prepare and close full burial grave sites. The selected company and/or individual are required to submit proper documentation to the Town Office, equipped with an excavator that can maneuver through the cemeteries, heavy equipment trailer, and being on call to coordinate and perform duties.

B. Point of Contact

Town of St. Albans
Hayley Lancaster, Town Manager
7 Water Street
St. Albans, ME 04971
Email Address: manager@townofstalbans.net
Town Office Phone: (207) 938-4568

C. Examples of Work

- Communicate with Sexton and/or Town Clerk for proper preparation date and time, including weekdays and weekends.
- Locating the correct cemetery and lot for the burials with the Sexton.
- Prepare grave site for ceremony and be on standby for the closing of the grave.
 - 8 ft. long x 4 ft. wide x 6 ft. deep
- Maintaining a clean grave site for during the ceremony.
 - Loading material for closing the grave to be hauled away until time of closing.

D. Requirements

- Being on call from May – November (or sooner depending on the temperatures of the ground).
- Submitting invoices reflecting dates of burials to the Sexton and/or Town Manager after work is completed.
- Ability to understand and carry out simple oral instructions.
- 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, if applicable, are expected to conduct themselves in the same manner.
- Providing proof annually of General Liability, Vehicle, and Workers Compensation, if applicable, insurance as well as a completed W9.

Failure to abide by all requirements and duties may result in appropriate actions deemed necessary by the Town Manager. Such action may result in termination of contract.

E. 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

F. Insurance Certificates

Please provide the following Insurance Coverage Certificate with your enclosed bid:

General Liability Insurance –

\$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

Workers Compensation Coverage or proof of Workers Compensation Exemption from the State of Maine Workers Compensation Board.

G. Responsibilities

The company or individual awarded will be working as an Independent Contractor and will be receiving a 1099-NEC at the end of the year. It is their responsibility to carry,

renew, and supply the town with updated insurance annually or if changes are made during the year.

H. Submission

Bid and required documents must be brought to the Town Office in person or by mail in a sealed envelope labeled "Town of St. Albans Cemetery Excavator Bid". Sealed envelopes must include a completed bid form, proof of insurance, workers' compensation and number of employees (if applicable), list of equipment to be used to perform duties, and three (3) professional references of similar work. Proposals not received by April 24, 2026 at 4PM will not be considered. The Town of St. Albans Board of Selectmen reserve the right to reject any and all bids as deemed in the best interest of the Town.

Cemetery Excavator Bid

Please fill out applicable spaces regarding compensation:

Per grave opening and closing May – November: \$ _____

Weekend Rates (if applicable): \$ _____

Type of excavator and trailer to be used to perform duties:

Please provide three professional references:

Company	Point of Contact	Phone Number
---------	------------------	--------------

Company	Point of Contact	Phone Number
---------	------------------	--------------

Company	Point of Contact	Phone Number
---------	------------------	--------------

Date: _____ Telephone: _____

Contract Name: _____ Address: _____

Signature and Title: _____