



Town of St. Albans

7 Water Street
St. Albans, ME 04971

Cemetery Sexton Request for Proposal

A. General

The Town of St. Albans is requesting three (3) year proposals for the Town's Sexton. The qualified individual and/or company will be responsible for the maintenance of seven (7) active cemeteries, two (2) inactive Veterans' cemeteries, as well as coordinating the locations of lots and burials. Work of this nature involves both heavy and light physical labor. The individual and/or company will be required to provide suitable equipment needed for all maintenance and burial duties listed below.

B. Point of Contact

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

C. 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.
- Filling lots with loam, cutting brush around edges of cemeteries and removal of fallen branches.
- Ensure all graves are opened/closed in a timely manner for burials and disinterment's and that someone is always available to perform these functions. Service will require a backhoe or digging graves by hand.

- Work closely with the Town Clerk for accurate record keeping and providing records of disposition for burials; indicating which lot the burial is located.
- Informing the Town Manager and Cemetery Committee of any required or recommended additional maintenance that needs to be completed.
- Billing individuals and receive income for burials.

D. 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.
- Ability to understand and carry out simple oral instructions.
- Willingness to perform assigned tasks and any additional work as discussed with the Town Manager or through meetings with the Cemetery Committee.
- Attendance to the Cemetery Committee meetings.
- Invoicing the Town at the end of each month with dates listed for each cemetery and when maintenance was provided.
- Must be able to hire and pay the employees needed to perform tasks throughout the season and comply with all employee tax regulations.
- The Sexton 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 Sexton are expected to conduct themselves in the same manner.
- Must possess a valid State of Maine motor vehicle operator's license.
- 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 the 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

Inactive:

Veterans Cemeteries: Sleeper – Nate Richards Road and Wing/Forsyth – Devils Head Road

F. Amendments to RFP

The Town may revise this RFP by addendum. Any and all amendments will be posted as an addendum to this RFP and will be posted on the Town's website; as well as emailed to all known bidders.

G. 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

H. Responsibilities

The chosen person will be working as an independent contractor and will be receiving 1099 at the end of each year. It is their responsibility to carry, renew, and supply the town with updated insurances.

I. Submission of Proposal

Proposal must be brought to the Town Office in person or by mail in a sealed envelope labeled "Town of St. Albans Sexton Proposal". Sealed envelopes must include a proposal for a three (3) year contract (including hourly rates for opening/closing and attending committee meetings), proof of insurance, workers' compensation, list of equipment to be used to perform duties, number of employees, and four (4) professional references of similar work. Proposals not received by September 19, 2025 at 4PM will not be considered. The Town of St. Albans Board of Selectmen reserve the right to reject any and all proposals as deemed in the best interest of the Town.