

TOWN OF HOPKINTON

INVITATION FOR BIDS

Sealed proposals will be received by the Town of Hopkinton, 330 Main Street, Hopkinton, NH 03229 until **9:00 A.M., Thursday, December 1, 2016** for the following project:

HOPKINTON
Cemetery Mowing 2017-2019

THIS PROJECT INVOLVES THE MOWING OF TOWN CEMETERIES FOR THE 2017, 2018, and 2019 SEASONS

Bidders should act promptly and submit all questions concerning the project to the Cemetery Trustee, Judy Hampe (491-6640), and questions about the bidding process to Neal Cass, Town Administrator, (603) 746-8242, at least five (5) days prior to the date set for the bid opening.

Plans and specifications may be seen at the Town Hall between the hours of 8:00 AM and 5:30 PM Monday through Thursday, and Friday 8 AM to noon and are available on the town website at hopkinton-nh.gov. They can be sent or e-mailed to you by contacting Town Administrator Neal Cass at townadmin@hopkinton-nh.gov.

Specifications and proposal forms, FOR BIDDING PURPOSES, shall only be obtained at the HOPKINTON TOWN HALL, 330 MAIN STREET HOPKINTON, NH 03229.

Bids SHALL BE SUBMITTED IN A SEALED ENVELOPE MARKED "Proposal for Cemetery Mowing – 2017-2019" and be received by the Town no later than specified above, at which time they will be publically opened and read aloud.

The successful bidder will be required to produce a certificate evidencing liability insurance coverage of at least one million dollars (\$1,000,000) in the aggregate prior to award of contract. Proof of Worker's Compensation Insurance for Contractor and all employees is required.

The *HOPKINTON CEMETERY TRUSTEES* reserve the right to waive any informality and to reject any and all proposals.

Town of Hopkinton 2017-2019 Cemetery Mowing Bid Information

October 26, 2016

TOWN OF HOPKINTON, NH INFORMATION REPORT

PROJECT: HOPKINTON 2017-2019 CEMETERY MOWING

DATE BIDS OPEN: THURSDAY, DECEMBER 1, 2016

SCOPE OF WORK: 2017-2019 Town Cemetery Mowing

FUNDING: Town Operating/Cemetery Trust Funds: 100%

SPECIFICATIONS FOR WORK TO BE DONE

I. Services to be Performed

1. Mowing grass in all cemeteries (see Section IV.) in a timely manner. All cemeteries **MUST** be mowed and trimmed for Memorial Day Weekend.
2. At the time of mowing, trim around all gravestones, curbs and fences as needed. Care must be taken to avoid damaging stones, markers, trees, shrubs, and plantings.
3. Trim all shrubs and hedges when necessary, especially at entrances and around memorial gardens.
4. Provide seasonal clean up as needed to facilitate future mowing.

II. Equipment and Experience

1. Contractor shall furnish all labor, tools, and necessary equipment.
2. Contractor shall provide as part of this bid, a list of equipment available or that will be purchased.
3. Equipment shall be maintained in satisfactory condition to be used at the time.
4. Contractor shall provide as part of this bid, a list of experience with mowers and trimmers, hedges and shrubs.

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5. Contractor shall provide as part of this bid, a history of experience with general grounds maintenance and provide three (3) references relative to such.

III. Adjustment Clause

1. If unforeseen circumstances occur beyond the control of the Town and/or the Contractor such as an increase in cost of fuel or minimum wage, the Contractor will be allowed to request a cost adjustment. The Cemetery Trustees may grant or deny the request.

IV. Other Information

1. The Cemetery Trustees will, from time to time, inspect all cemeteries and advise the Contractor verbally or in writing those services which require attention.
2. The Contractor shall cooperate fully with the Cemetery Trustees and any work of a questionable nature will be discussed with them.

V. Cemeteries to be Maintained

<u>Cemetery</u>	<u>Location</u>
Contoocook Village	E/S Route 103 Main Street Contoocook, NH
Old Hopkinton	E/S Route 202/9/103, adjacent to Hopkinton Town Hall, Hopkinton
New Hopkinton	W/S Route 202/9/103 Main Street, Near Exit 4 of I89, Hopkinton
Stumpfield	Fenced in area in rear of Contoocook Cemetery, Contoocook
Clement Hill	W/S Clement Hill Road, About 1000 feet south from Pine Street, Contoocook
Blackwater	N/S Dustin Road, about 900ft west from the intersection of Tyler Road, Penacook Road and East Penacook Road.

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Putney Hill Road

E/S Putney Hill Road about 4000 feet south from Hopkinton Road, Contoocook

Putnam

NE/S Kearsarge Street on top of knoll

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**TOWN OF HOPKINTON, NH
2017-2019 Cemetery Mowing
BID PROPOSAL**

<i>ITEM</i>	<i>DESCRIPTION</i>	<i>PRICE</i>
1	Performing work as specified in this packet for the 2017 mowing season.	\$
1	Performing work as specified in this packet for the 2018 mowing season.	\$
1	Performing work as specified in this packet for the 2019 mowing season.	\$

BID TOTAL \$ _____

ALSO TO BE INCLUDED WITH THIS BID SHEET AS SPECIFIED ABOVE:

1. List of equipment
2. List of experience with equipment
3. List of experience and references

ALL MATERIALS AND WORKMANSHIP WILL BE IN ACCORDANCE WITH INDUSTRY STANDARDS.

THE TOWN RESERVES THE RIGHT, WITH NO CHANGES IN UNIT PRICING, TO ADD OR ELIMINATE PORTIONS OF THE WORK. **THE CEMETERY TRUSTEES RESERVE THE RIGHT TO WAIVE ANY INFORMALITY AND TO REJECT ANY AND ALL PROPOSALS.**

SIGNED PRINTED/TYPED

FIRM NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

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