

TOWN OF PERU  
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Peru, ME 04290  
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**REQUEST FOR BIDS**  
**INDEPENDENT CONTRACTOR**  
**MOWING & LAWN**  
**MAINTENANCE**

March 18, 2019

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March 18, 2019

RE: Mowing and Lawn Maintenance of the Town of Peru's Cemeteries, Town Office Complex, and Memorial Green

Dear Lawn Maintenance Contractor:

This is an invitation to submit a proposal/bid for mowing and maintenance of twelve of eighteen cemeteries located throughout the Town of Peru, Town Office Complex (including the ball field), and Peru's Memorial Green located at the intersection of Route 108 and Main Street. Multiple year bids will be favorably considered.

In addition to mowing and general maintenance a proposal/bid must ensure that the standards of good condition and repair of veterans' grave sites as specified in Maine Revised Statutes Title 13 Chapter 83 §1101. Maintenance and Repairs; Municipality be met.

The following minimum standards must be met:

- ensuring that grass is suitably cut and trimmed;
- keeping flat grave markers free of grass and debris; and,
- keeping the memorial green, town office complex, and cemeteries free of grass clippings, litter, and fallen trees, branches, vines and weeds.

Mowing and clean-up must commence by May 6<sup>th</sup> and continue through October 2019. All twelve cemeteries and the Memorial Green must be in excellent condition by Thursday, May 23<sup>rd</sup>.

Specific details, including budget and selection criteria, are provided within this packet. A list of cemetery locations and a corresponding map are also enclosed.

Sealed bid proposals must be clearly marked (Mowing and Lawn Maintenance Bid) and must be received at the Town Office by 3:30 pm on Friday, April 12, 2019. Municipal Officers will open sealed bids in public at the Town Office on Monday, April 15, 2019 at 5pm. The Town of Peru reserves the right to accept or reject any and all bids and intends to award the contract to the lowest responsive, responsible bidder based on qualifications and experience.

Sincerely,



Carol Roach, Chair  
Peru Board of Selectpersons

Encls:

### **About Peru Cemeteries:**

The Town of Peru was incorporated in 1821 as the 240<sup>th</sup> Town in Maine and consists of 46 square miles. There are eighteen known public cemeteries and one privately owned cemetery in this municipality. In 1952 the Veterans' War Memorial was erected on donated land at the corner of Main Street and Route 108.

Records and reports document an active Cemetery Committee until recently. Committee members checked each cemetery regularly for damage and fallen stones. Much of the repair work and smaller projects was done free of charge by the members of the committee. The Town of Peru owes its gratitude to these dedicated members.

Mowing, weed whacking, removing grass clippings, litter, and fallen branches, weeds etc. has been contracted out for many years. Monument cleaning, repairing and resetting is generally done under separate contract.

### **Project Background:**

An annual maintenance agreement/contract has been awarded for the mowing and maintenance of the Town of Peru's public cemeteries and memorial green. This year the Board of Selectpersons is adding mowing and maintenance of the town office complex including the ball field and is considering awarding a multi-year contract.

Additionally, this municipality in collaboration with veterans' organizations, the Demerritt Cemetery Association, civic and fraternal organizations and other interested persons, has adopted standards of good condition and repair to which grave sites of veterans of the Armed Forces of the United States must be kept. These standards have included keeping the grass suitably cut and trimmed, all flat grave markers free of grass and debris, and keeping the cemeteries free of litter, fallen trees, branches, vines and weeds.

Annually a private family has placed U. S. Veteran plaques and American flags at the gravesites of veterans buried in both the Town of Peru's public and private cemeteries. Past contractors have used great care not to disturb, displace or destroy these memorial flag holders.

### **Project Goal:**

To ensure that the memorial green, town office complex including the ballfield, and the following 12 Town of Peru public cemeteries are litter and debris free, mowed, trimmed, and maintained in good condition from May 6<sup>th</sup> through October 2019. The following twelve town-owned cemeteries must be cleaned, mowed and presentable for Memorial weekend. The # in ( ) corresponds to the attached 10/12/2000 revised Peru Cemeteries listing.

1. Franklin Cemetery – located on the corner of Dickvale & Dow Brook Roads (#1)

2. Knox Cemetery – located near the end of Hammond Hill Road (#2)
3. Dickvale Cemetery – located at the corner of Dickvale & Lovejoy Hill Roads (#3)
4. Hammond Cemetery – located at the corner of Brown Hill & Stage Coach Roads (#4)
5. Pine Knoll Cemetery – located behind 29 Pleasant Street (#9)
6. Piper Cemetery – located across from 246 Ridge Road (#10)
7. Brackett Cemetery – located between 339 & 360 Ridge Road (#11)
8. Knight Cemetery – located on Auburn Road across from Peru Center Road (#12)
9. Waite cemetery – located beside 381 Valley Road (#13)
10. Deshon Cemetery – located beside 1162 Auburn Road (#15)
11. East Peru Cemetery – located across Deshon Cemetery on Auburn Road (#16)
12. Oldham Cemetery – located at the corner of Green Woods & Pulsifer Roads (#17)

**Project Specifications:**

- (A) Remove fallen trees, branches, vines and weeds from the town's public cemeteries, town office complex and ballfield, and the memorial green.
- (B) Prune shrubs, trees and, evergreens along the border of the cemeteries and remove cuttings.
- (C) Mow the grass as required to a minimum of 3".
- (D) Keep all flat grave markers free of grass and debris.
- (E) Trim and edge the grass around all monuments and cemetery fences/enclosures.
- (F) Clean-up fall leaves and debris.
- (G) Provide own lawn mowers, hedgers, string trimmers, leaf blowers, chain saw and other related equipment.
- (H) Notify the Town Office whenever a monument is in need of maintenance or repair.

**Budget:**

The maximum budget available for this maintenance agreement/contract is negotiable based on a single or multi-year contract. The 2017/2018 budget was \$6,000 and the 2018/2019 budget is 6,500.

**Payment disbursement:**

Detailed monthly invoices are to be submitted no later then the 15<sup>th</sup> of the month following the month in which the work is completed. i.e. June invoice must be submitted by July 15<sup>th</sup>. Warrants are prepared and include invoices/bills received by the Town of Peru Clerk no later then noon on the Friday prior the scheduled bi-monthly warrant review by the Board of Selectpersons. Once approved, payment disbursement is following work day.

**Selection Criteria:**

During the review process, the Town of Peru will focus on the following areas:

- Written understanding of project goals as required in this request for bids.
- Guarantee of your work.
- Statement of service/ necessary rework after completion of the job.
- Three (3) written letters of reference that address your ability to work with others and to complete a job on time and within budget.
- Responsiveness to this request for bids.
- Certificate of liability insurance.
- Availability to start and complete this work Spring through Fall
- Timely submission of your sealed bid proposal (3:30 pm on Friday, April 12, 2019).

**Bid Requirements:**

Your proposal should include the following documentation.

- Cover letter - Company's name and contact person's name (if not the same), mailing and resident addresses, phone number and email address. The number of similar projects you/ your company have completed and a statement of relevant qualifications and experience.
- Company overview
- The names and contact information of three of your most recent contract owners/businesses/municipalities.
- Three Letters of Reference/Recommendation (as above)
- Detailed proposal/bid – breath and scope of work including length of your maintenance agreement and proposed costs of services rendered
- Proof of liability Insurance
- List of company owned/leased equipment needed to do the work
- Workers Compensation and Unemployment Coverage for employees
- Proposed timeline of work to be completed this Spring & Summer
- Proposed costs of services rendered

**ONLY COMPLETE PROPOSALS WILL BE CONSIDERED.**

Completed proposals must be addressed to the Board of Selectpersons and received/ delivered to the Town of Peru by 3:30 pm on Friday, April 12, 2019 at 26 Main Street, Peru, Maine. The proposal must be in a sealed envelope and clearly marked "Town of Peru Mowing and Lawn Maintenance Bid". Municipal Officers will open sealed bids in public at the Town Office on Monday, April 15, 2019 at 5pm. A contract may not be awarded immediately. References will be checked.

**Bid Process Timeline:**

Proposal Submission Deadline: By 3:30pm on April 12, 2019

Sealed Bid Opening and Proposal Review: At 5:00pm on Monday, April 15, 2019.

The successful Contractor will be notified following reference checks. A contract must be signed by both parties before work begins.

The Town of Peru reserves the right to accept or reject any and all bids and intends to award the contract to the lowest responsive, responsible bidder based on qualifications and experience.

The Town of Peru is an Equal Opportunity/Affirmative Employer.

Questions or concerns regarding this Request for Bids (RFB) or any information outlined herein should be directed to:

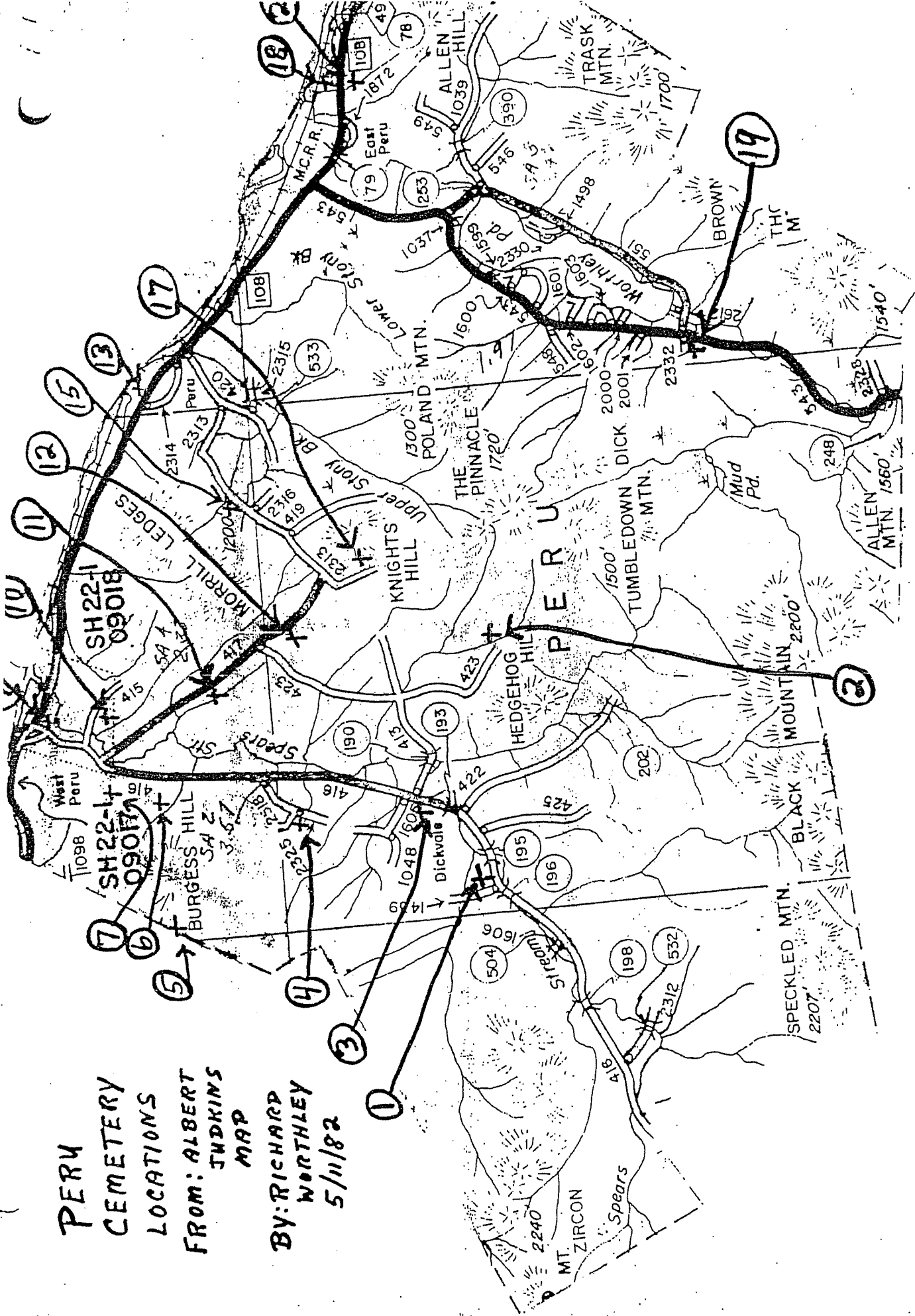
Carol Roach, Chair  
Town of Peru Board of Selectpersons  
croachtownofperu@gmail.com  
(207) 562-4627 (office)  
(207) 446-1010 (cell)

Peru Cemeteries  
(Revised 10/12/2000)

1. **Franklin** – Corner of Dickvale Road and Dow Brook Road
2. **Knox** – Beyond the Hammon Hill Road
3. **Dickvale** – Corner of Dickvale Road and Lovejoy Hill Road
4. **Hammon** – Corner of Brown Hill Road and Stage Coach Road
5. **Burgess Hill** – Trail off County Road on Burgess Hill
6. **Ludden** – Beside 11 Dickvale Road
7. **Small's** – Back of 119 Main St. R/W back of Post Office
8. **Demerritt** – Private cemetery on corner of Auburn Road and Main Street
9. **Pine Knoll** – Behind 29 Pleasant Street
10. **Piper** – Across from 246 Ridge Road
11. **Brackett** – Between 339 and 360 Ridge Road
12. **Knight** – on Auburn Road across from Peru Center Road
13. **Waite** – Beside 381 Valley Road
14. **McIntire** – Burial ground behind 66 High Street
15. **Deshon** - Beside 1162 Auburn Road
16. **East Peru** – Across from Deshon Cemetery (#15) on Auburn Road
17. **Oldham** – Corner of Greenwoods Road and Pulsifer Road
18. **Town Line** – From town line in Dickvale, take first left at top of hill to R/W before dwelling.



**PERU**  
**CEMETERY**  
**LOCATIONS**  
**FROM: ALBERT**  
**JUDKINS**  
**MAP**  
**BY: RICHARD**  
**WORTHLEY**  
**5/11/82**



**NUMBERS CORRESPOND**  
**WITH ACCOMPANYING**