

REQUEST FOR PROPOSALS

CEMETERY MAINTENANCE AND YARD MAINTENANCE AT TOWN-OWNED PROPERTIES



Questions due: October 15, 2025 at 2:00 PM, EST
Proposals due: October 29, 2025 at 10:00 AM, EST

Town of Norridgewock
Richard LaBelle, Town Manager
16 Perkins St. | PO Box 7
Norridgewock, ME 04957



INTRODUCTION

The Town of Norridgewock (“Town”) is seeking proposals for the seasonal mowing, trimming, lawn care, and maintenance of Town-maintained cemeteries and other properties, as shown in Appendix B.

Proposals are due to the Town Office no later than 10:00 AM, EST on October 29, 2025.

- Proposals will be opened and reviewed by the Town Manager beginning at 10:00 AM on October 29, 2025.
- The Town Manager will present an overview of the bids received at the Select Board meeting on November 5, 2025, at 6:00 PM, or the next regularly scheduled meeting. The Town Manager will make recommendations to the Select Board at the same Select Board meeting.
- Please note: All times listed herein are intended to be local time.

LOCATIONS

The diverse properties are classified in 3 tiers of service, depending on the demand and regularity of maintenance. **Tier One** locations require maintenance/service approximately every 7-10 days, weather-permitting. **Tier Two** locations typically require maintenance/service every 14-21 days. **Tier Three** locations require maintenance/service approximately four times per season: spring cleanup, two mid-season checks, and one final cleanup.

MAINTENANCE REQUIREMENTS

Requirements of the maintenance contract shall include:

1. Commence maintenance in May, or as soon as weather permits.
2. Cemeteries shall be mowed and cleared of debris no later than the Tuesday prior to Memorial Day.
3. Cemeteries and public grounds shall be kept mowed and clear of debris throughout the contract year; grounds should be maintained so external vegetation (Japanese knotweed, sumac, etc.) does not infringe on already-maintained space.
4. Duties for the Town shall precede private contracts, except in emergency situations.
5. Possess and maintain appropriate equipment necessary to maintain properties and carry out responsibilities of the proposed contract.

6. All maintenance shall be completed in accordance with Federal, State, and Local rules and regulations, including but not limited to the Town of Norridgewock Cemetery Ordinance.

SAMPLE CONTRACT

A sample contract is attached for review and consideration, identified as Appendix A.

PROPERTY MAINTENANCE CLASSIFICATIONS

Tier One

- Alice E. Emery Town Square
- Downtown greenspace, islands, municipal parking lots, corner of Mechanic and Main Streets, etc.
- Norridgewock Fire Station
- Norridgewock Public Library
- Old Oak Cemetery
- Oosoola Park, including parking field and top of Ferry Road around sign
- Riverside Park
- Sophie May Library
- Sunset View Cemetery
- Riverview Cemetery
- Town Office
- W. Barr Hatfield Athletic Park
- Veteran's Monument
- Greenspace at 22 Mercer Rd.

Tier Two

- Ashley Wing Memorial Park
- Land's Rest Cemetery
- Wastewater Treatment Facility
- Williamson Cemetery

Tier Three

- Gilman Cemetery
- Holbrook Cemetery
- Longley Cemetery
- Oxbow Cemetery
- Wilder Hill Cemetery

Note regarding **Oxbow Cemetery**: This cemetery is only accessible over private farmland access. Arrangements may be made through the Town Office and/or with the owner of the property to ensure passing over land is done with consideration given to farm/crop season.

Note regarding **Downtown Greenspace**: The maintenance of the downtown area is vital to welcoming guests to our community. The maintenance of the downtown shall include, but not be limited to, all public grass in the downtown area, clearing the downtown islands and municipal parking lots. There are three municipal parking lots (two on the north side of Main Street/Route 2, and one at the corner of Main and Welch Streets). These lots should be clear of debris, and any grass trimmed. Islands are scattered downtown and may require a periodic mow or trim. At the intersection of Waterville Road, Main Street, and Mechanic Streets, there is a signboard and bench; it is the responsibility of the contractor to ensure this space is mowed and properly maintained.

PROPOSAL CONTENT

Proposals must include the following information to be deemed complete and responsive. Failure to supply the requested information may result in rejection of the proposal. The Town is not responsible for costs incurred by proposers or their subcontractors in connection with this RFP process, including but not limited to costs associated with preparing a proposal or associated with participating in any presentations or negotiations related to this RFP.

1. A **cover page** that includes the following information:
 - a. Proposer's name, mailing address, and legal residence
 - b. Proposer's current legal status: corporation, partnership, sole proprietor, etc.
 - c. Contact person's name, title, phone number, and email address
 - d. Signature of authorized individual or corporate officer for each entity proposing as a partnership or team
2. A **proposed contract price** for completing one year of the contract.
3. An **inventory of equipment** owned or leased by the proposer to fulfill the terms of the contract.
4. Any **other information** that would be helpful to Town officials that would help to better understand and evaluate the proposal.

PROPOSAL DEADLINE

Proposal Submission

Proposers must submit copies of their proposals as follows:

- Two (2) unbound copy

Proposals must be on standard letter-size paper (8½" x 11"). All supporting documentation must be on paper no larger than 11" x 17". Proposals and documentations must be

submitted in a sealed envelope clearly labeled "Property Maintenance Proposal." Emailed or faxed proposals will not be accepted. Proposers may choose to provide additional copies if and when invited to do so for presentation purposes.

Proposals shall be delivered to the Town on or before: 10:00AM on October 29, 2025.

To: Richard LaBelle, Town Manager
Town of Norridgewock
16 Perkins St. | PO Box 7
Norridgewock, ME 04957

RFP INQUIRIES

Prospective proposers may only direct questions in writing (preferably via email) to the Town Manager:

Richard LaBelle, Town Manager
Town of Norridgewock
16 Perkins St. | PO Box 7
Norridgewock, ME 04957
rlabelle@norridgewock.gov

All questions are due no later than 2:00 PM on October 15, 2025. The Town Manager is the only individual who can be contacted about the RFP by proposers before the proposal deadline. Members of any board or committee cannot vary the terms of this request. Questions will be answered in writing and posted on the RFP website at norridgewock.gov/bids within 72 hours of receipt.

REVIEW/SELECTION PROCESS

The Town Manager will conduct a preliminary review of proposals to provide recommendations to the Select Board on completeness and responsiveness. The Select Board is ultimately responsible for executing a contract with the proposer.

The Town reserves the right to reject any or all proposals or parts of a proposal, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in this RFP.

CONTRACT FOR MOWING, TRIMMING, LAWN CARE, and MAINTENANCE FOR TOWN CEMETERIES and OTHER TOWN PROPERTIES

1-Year Contract Term: May 1, ____ through October 31, ____

This contract is between the **Town of Norridgewock, Maine**, by and through its Municipal Officers, the Select Board (referred to as "Town"), and _____ (and referred to as "Contractor"). When the contract refers to "Contractor" it includes your employees and agents. The subject of this contract is Mowing, Trimming, Tree/Brush Removal as needed and Lawn Care for Town Cemeteries and other town properties as specified.

A. SERVICES: What, When, Where.

Contractor agrees to provide all the labor, materials, and equipment necessary to perform the mowing, trimming, lawn care, and maintenance for the Town's cemeteries and properties as presented in the Request for Proposals for which the Contractor responded. Adjustments to such services and properties may be permitted, subject to mutual agreement by both parties. This contract shall be in effect from May 1, ____ through October 31, ____.

B. INDEPENDENT CONTRACTOR.

Contractor, agents, and/or employees, during the performance of this contract shall act in an independent capacity and not as officers or employees of the Town of Norridgewock. Any and all workers needed to fulfill the obligations of this contract shall be employed by the Contractor and the Contractor shall be solely responsible for complying with applicable state and federal laws including, but not limited to, workman's compensation law, employment security law, and minimum wage law. As an independent contractor, Contractor is responsible for maintaining the Contractor's equipment in a safe, operable, and legal condition.

C. PERFORMANCE REQUIREMENTS.

Performance requirements are described in the Town's Request for Proposals for which the contractor responded. The Request for Proposals is attached hereto.

D. INSURANCE.

The Contractor agrees to purchase and maintain commercial general liability insurance in an amount of one million (\$1,000,000) dollars for personal injury, death or property damage claims, automobile liability, and worker's compensation liability which may arise from mowing operations under the contract. The

Contractor further agrees to indemnify, assume the defense of and save harmless the Town of Norridgewock, its agents and employees from liability, actions, claims or damage for wrongful death, personal injuries or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties and the work performed under the contract.

E. INDEMNIFICATION.

The Contractor agrees to hold the Town of Norridgewock harmless from any claim of death, injury, property damage or other loss that may result from the Contractor's performance of mowing operations under the contract. In the event that such a claim is made against the Town of Norridgewock, the Contractor shall defend the Town of Norridgewock and shall pay any amount (indemnify) for which the Town of Norridgewock may be held liable in legal action for such claims.

F. SUPERVISION AND CONTROL.

The Contractor, as an independent contractor, has a right and duty to supervise and control their own employees, agents and equipment. The Town of Norridgewock Select Board or Town Manager has a right to inspect mowing operations and notify the Contractor of any problems, errors, or non-performance. The Town may order that work be done in a satisfactory manner, to be determined by them.

G. BILLS AND CLAIMS.

Contractor, as an independent contractor, is responsible for all costs and bills for labor, materials, equipment, fuel, and other items incurred in the performance of this contract. The Town of Norridgewock will not pay such bills.

H. BREACH OF CONTRACT.

If the Contractor is in violation of any terms of the contract, or if a majority of the Select Board vote that the work described in the contract is being performed unsatisfactorily, the Town of Norridgewock shall immediately give oral notice to the Contractor. Upon receipt of such notice, the Contractor shall be given reasonable time to comply with the terms and conditions of the contract or rectify the unsatisfactory work. In the event that the Contractor still does not perform the duties of the contract to the satisfaction of the Town, or if the Contractor is not in compliance with the terms of the contract, the Town of Norridgewock shall have the following options:

1. Terminate the Contract: The Town may terminate the contract by sending the Contractor a written notice, stating the reason for the termination. Contractor shall be paid for all work that is satisfactorily done by that time, but the remainder of the money due under the contract may be used to obtain another contractor to conduct mowing operations.
2. Substitution: The Town may hire a substitute contractor to conduct specified mowing operations for any period of time considered necessary.
3. The Town shall also seek any other legal remedies available to enforce the contract.

I. PAYMENT SCHEDULE.

The total contract amount is \$_____. The Town of Norridgewock will pay the contractor twelve (12) installments during the term of this contract, as follows:

- i. \$____ on Date
- ii. \$____ on Date
- iii. \$____ on Date
- iv. \$____ on Date
- v. \$____ on Date
- vi. \$____ on Date
- vii. \$____ on Date
- viii. \$____ on Date
- ix. \$____ on Date
- x. \$____ on Date
- xi. \$____ on Date
- xii. \$____ on Date

J. RENEWAL.

Thirty (30) days prior to the expiration of this contract, the Contractor shall have the option to renew with the consent of the Select Board.

K. NOTICE

Notices hereunder shall be deemed sufficient if sent by USPS Certified Mail as follows:

TO TOWN: Town Manager
Town of Norridgewock
PO Box 7
Norridgewock, ME 04957

TO CONTRACTOR: _____, Owner
Company
Address

L. EMERGENCY ASSISTANCE.

In the event of severe weather or other conditions cause considerable damage to private property, the Town, upon approval of the Town Manager, may assist with reasonable cleanup efforts. These emergency conditions may include, but are not limited to hurricanes or microbursts.

M. ASSIGNMENT, AMENDMENT, SEVERABILITY, AND JURISDICTION.

The Contractor's rights and duties under this contract cannot be assigned or transferred by the Contractor to another person or entity without the express written consent of the Town. This contract may be amended only by written consent of the Town. If any part of this contract is declared by a court to be void and unenforceable, the rest of the contract continues to be valid and effective. This contract is governed by the laws of the State of Maine.

This Agreement (and the Request for Proposals attached hereto and hereby incorporated into this Agreement) represent the entire and integrated Agreement between the Town and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Town and the Contractor.

In witness whereof, the parties, or their duly authorized agents, execute this agreement on the _____, day of Month, 20____.

Dated: _____

COMPANY

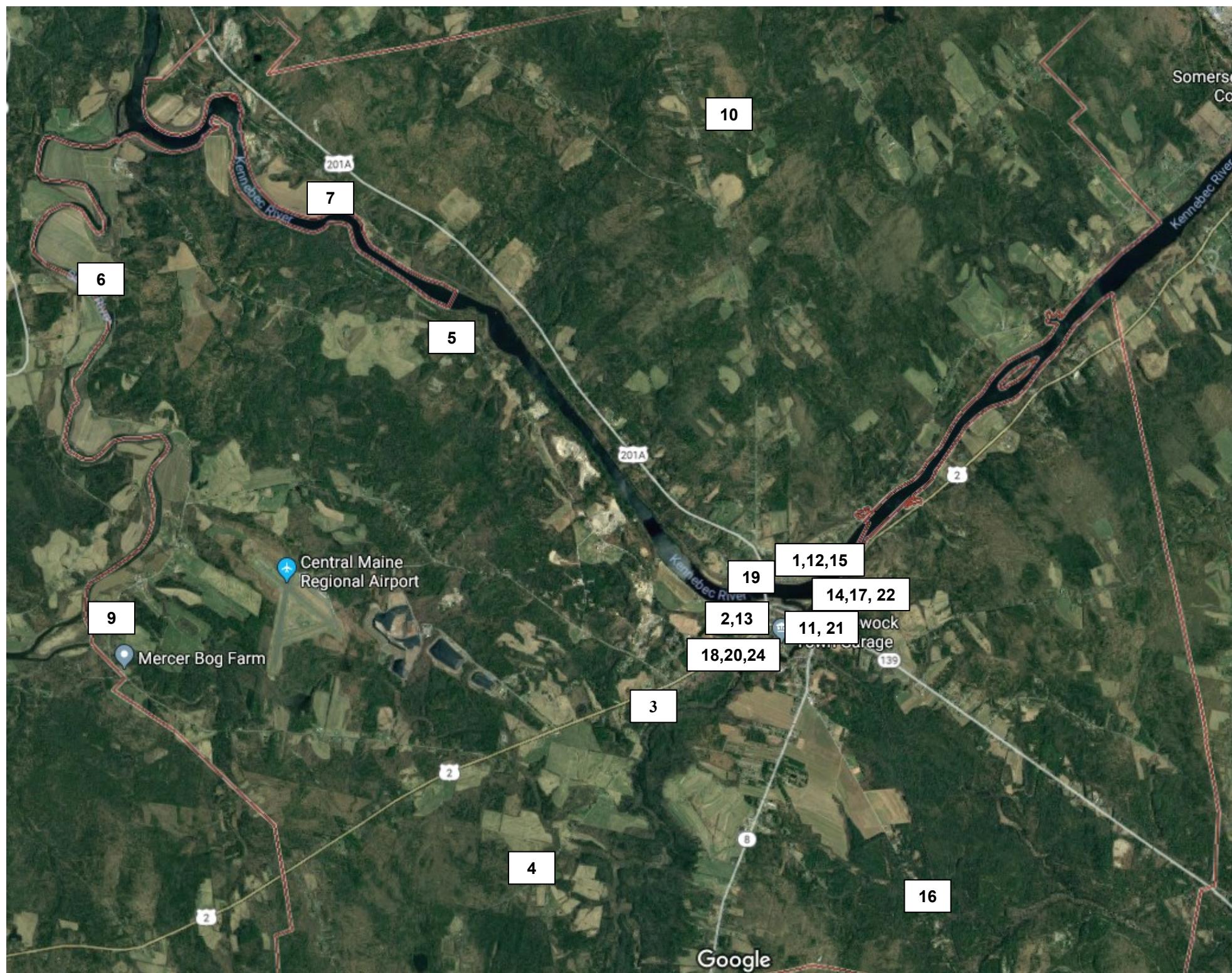
BY: _____
_____, Its Owner

Dated: _____

TOWN OF NORRIDGEWOCK, MAINE

BY: _____
Richard LaBelle, Its Town Manager

APPENDIX B: APPROXIMATE LOCATIONS



1. Old Oak Cemetery (River Rd.)
2. Riverview Cemetery (Upper Main St.)
3. Sunset View Cemetery (Mercer Rd.)
4. Wilder Hill Cemetery (Wilder Hill Rd.)
5. Gilman Cemetery (Winding Hill Rd.)
6. Oxbow Cemetery (Sandy River Rd.)
7. Land's Rest Cemetery (Father Rasle Rd.)
8. Williamson Cemetery (Childs Rd.)
9. Holbrook Cemetery (Sandy River Rd.)
10. Longley Cemetery (Red Barn Rd.)
11. Town Office (16 Perkins St.)
12. Wastewater Treatment Facility (33 Willow St.)
13. Fire Station (22 Upper Main St.)
14. Oosoola Park (Ferry Rd.)
15. Riverside Park (River Rd.)
16. Ashley Wing Park (Martin Stream Rd.)
17. Alice E. Emery Town Square (67 Main St.)
18. Norridgewock Public Library (Mercer Rd.)
19. Sophie May Library (Sophie May Ln.)
20. W. Barr Hatfield Athletic Fields (Mercer Rd.)
21. Veteran's Monument (Routes 2 & 201A)
22. Downtown Greenspace, including Corner of Mechanic & Main Streets
23. Old dump (Winding Hill Rd.)
24. Greenspace (24 Mercer Rd.)