



REPAIR & RECONSTRUCTION OF GRAVESTONES REQUEST FOR PROPOSALS

The Town of Norridgewock requests sealed proposals for the repair and reconstruction of gravestones in the Town-maintained Riverview Cemetery. Riverview Cemetery is located on Upper Main Street in Norridgewock; a map of the cemetery and some photos are included in this request. The proposed work is generally located at the main entrance to the cemetery and is most visible from the road with the exception of Block B #17, Choate and Holt, which has been prioritized by the Cemetery Committee because of the angle of lean and proximity to the next row. Please provide individual project costs along with the total cost for this project.

Gravestone Stabilization and Reconstruction Specifications for Riverview Cemetery:

- **Block I #2** – Horace Frost, Alice C Frost, Mary Powers, Joseph M Smith – stones down
- **Block H # 34** – John Ham, broken stone
- **Block H # 22** – Eunice Robinson and Increase Robinson, broken stones
- **Block G # 2** – U. R. Penney, Mrs. A. C. P., U. R. P Jr., Mrs. M. E. C. – reset and clean
- **Block G # 7** – Edward Lowe and Mary Peet – broken stone
- **Block G # 8** – Hamlin Hale and Alice Williams – stone down but not broken
- **Block E # 1** – Fuller/Manoman Cram, Amanda Cram, John P. Cram Esq. stone down/foundations broken
- **Block D # 36** - ? Vaughan – stone down, Eben'r Vaughan – broken stone
- **Block D # 35** – Dempsey 2 broken stones
- **Block D # 32** – Bracy C. Cromwell Civil war vet stone broken, George Cromwell, Charlotte Cromwell his wife
- **Block D # 18** – Baker, broken
- **Block B # 24** – Brennan, steps and posts, reset
- **Block B # 17** – Choate and Holt, Civil War and whole row leaning and some broken and leaning toward #15
- **Block F # 15** – ? Bates, stone down
- **Block F # 32** – Kilgore/Taylor, surround needs to be reset
- **Block H # 22** – Eunice Robinson, Increase Robinson, stones broken
- **Block H # 34** – John Ham, stone broken, Civil War veteran

Stone & Surfaces Damage/Repair

The contractor will attempt to minimize all disturbances to the cemetery lawn and stones. Repair to any damage will be the sole responsibility of the contractor to repair or mitigate prior to the final inspection.

Debris Removal

All debris from the work shall be removed from the site prior to the final inspection.

Schedule

All work is to be completed by November 30, 2024.

References

Please provide at least two (2) references; municipalities are preferred, but not required.

Terms of Payment

Unless otherwise noted in this proposal, the Town of Norridgewock agrees to pay the account in full upon completion of the work and after the final inspection by the Town Manager or his representative. Any/all items on a final inspection must be completed, and an additional inspection must be completed prior to final payment.

Questions & Addenda

Prospective proposers may direct questions in writing to rlabelle@norridgewock.gov. All questions are due no later than 4:00 p.m. on Wednesday, January 31, 2024. Answers to the questions will be available on the Town's webpage under News & Announcements as questions are posed and answered.

Prospective proposers are encouraged to notify the Town Manager via e-mail of one's interest in submitting a proposal and/or receiving information updates in the event addendums are issued. An e-mail distribution list will be developed to most efficiently communicate with prospective proposers.

Proposal Submittal Instructions

Sealed proposals must be mailed or hand-delivered to:

Town of Norridgewock
Kathy Hopkins, Cemetery Committee Chair
PO Box 7 | 16 Perkins St.
Norridgewock, ME 04957

All proposals shall be submitted in complete original form. A minimum of one (1) copy of the proposal must be provided by the proposer. No faxed proposals will be accepted. Proposals shall be marked clearly on the outside, '**Cemetery Repair**'.

Closing of Bids

All proposals must be received by 2:00 p.m., Wednesday, February 14, 2024.

Review and Final Selection

An internal review of vendor selection shall begin upon bid closing and will be sent to the Select Board for consideration during its regularly scheduled meeting on Wednesday, February 21, 2024, at 6:00 p.m. The final selection may be made during this meeting. In the event the final selection is not made on February 21, 2024, all contractors submitting proposals will be notified, and meeting notices will be available approximately four (4) days before the actual meeting date.

Terms and Conditions

1. The Town of Norridgewock intends to award this contract to the individual or firm that provides the lowest responsible and responsive bid that is deemed by the Select Board to be in the best interests of the Town. The Town of Norridgewock reserves the right to accept or reject any or all bids and to waive any formality or technicality in the submissions.
2. The Town of Norridgewock reserves the right to re-issue any requests for proposals.
3. The Contractor must be insured and provide proof of a minimum of \$1,000,000 in insurance liability coverage, with the Town of Norridgewock listed as a Named Insured.
4. Clarification of Proposals: The Town reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.
5. The Town reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
6. Upon the selection of a finalist contractor, the Town by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the Town, for any reason, is unable to reach a final agreement with this vendor, the Town reserves the right to attempt to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal or bid. The Town may also elect to reject all proposals and re-issue a request for proposal.
7. Actual schedule of work will be mutually agreed upon by the Contractor and Town at the time of contract signing.

PRIORITY LIST

Block B # 17 – Choate and Holt, Civil War, and whole row leaning, down and some broken and whole row leaning toward Lot #15



Along the main entrance road:

Block H # 34 – John Ham, stone broken, Civil War veteran



Block I #2 – Horace Frost, Alice C Frost, Mary Powers, Joseph M Smith – stones down



Block G # 2 – U. R. Penney, Mrs. A. C. P., U. R. P Jr., Mrs. M. E. C. – reset and clean



Block G # 7 – Edward Lowe and Mary Peet – broken stone

Block G # 8 – Hamlin Hale and Alice Williams – stone down but not broken

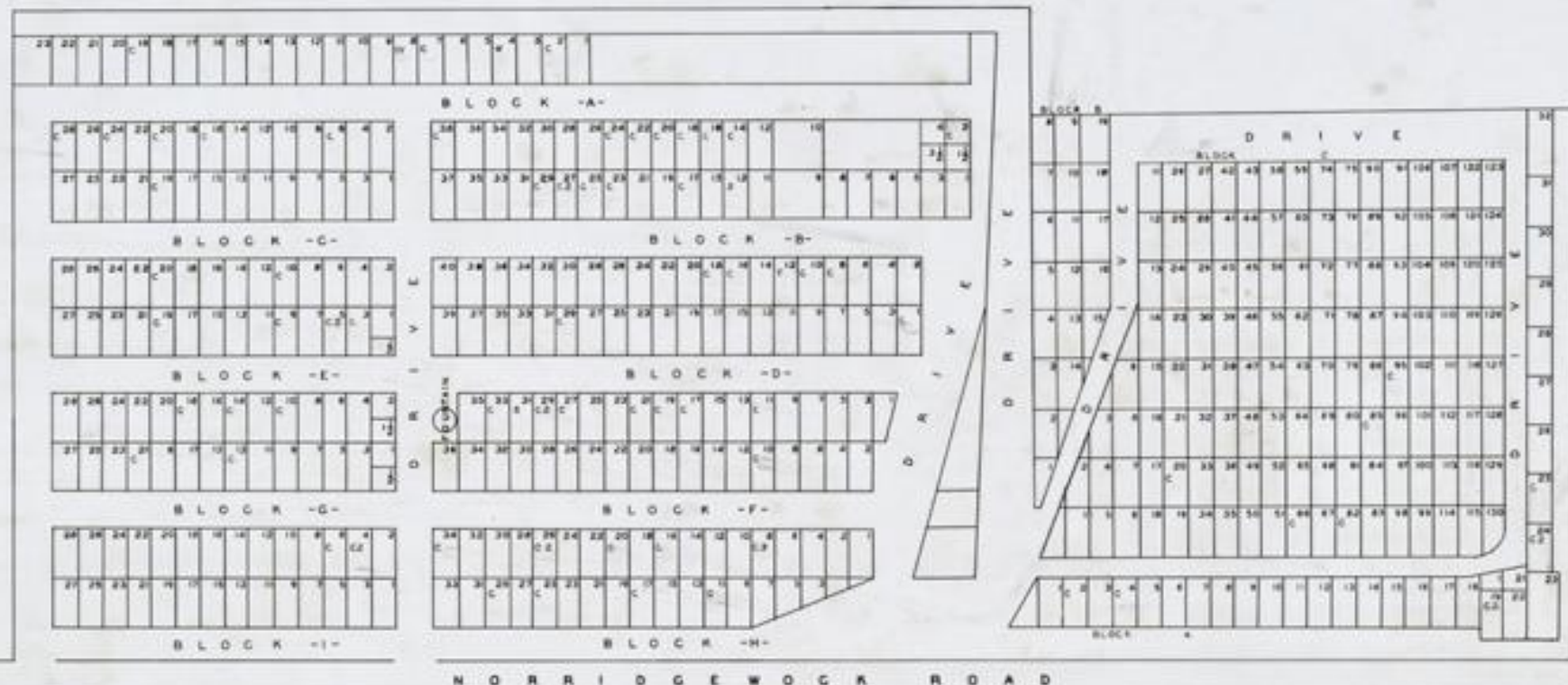


Block E # 1 – Fuller/Manoman Cram, Amanda Cram, John P. Cram Esq. stone down/foundations broken - Picture missing

Block D # 36 - ? Vaughan – stone down, Eben'r Vaughan – broken stone

Block D # 35 – Dempsey 2 broken stones





- LEGEND**
- W - WORLD WAR
 - S - SPANISH WAR
 - C - CIVIL WAR
 - R - REVOLUTIONARY WAR
 - T - WAR OF 1812
 - I - INDIAN WARS
 - M - MEXICAN WAR
 - A - ARDOSTOCK WAR
 - SECTION LINE



WORK PROJECTS ADMINISTRATION
OFFICIAL PROJECT NUMBER 685-11-13-77
SPONSORED BY THE STATE OF MAINE
DEPARTMENT OF THE ADJUTANT GENERAL

SOUTH SIDE RIVERVIEW CEMETERY
NORRIDGEWOCK SOMERSET COUNTY MAINE

2211

SURVEY AND REGISTRATION
WAR VETERANS GRAVES

