



**Request for Proposals
Cemetery Maintenance
Proposal No.: P16-017
Issue Date: October 15, 2015**

**Purchasing Department
73 Harlow Street
Bangor, Maine 04401
207-992-4282**

I. Introduction

The City of Bangor is requesting proposals for mowing, trimming and annual spring debris cleanup of the grounds at the City's four municipal cemeteries for a period of three (3) years. A three (3) year renewal option is contemplated contingent upon mutual agreement of the parties.

It is the intent of the City to procure, from established and experienced contractors, a high level of services for Cemetery Maintenance. It is anticipated that the Cemetery System Maintenance Services would commence on April 1, 2016.

Proposals may be submitted for any one cemetery, any combination of cemeteries or all four (4) cemeteries. Accordingly, the City reserves the right to award to one (1) or more Proposers.

Administration of the contract will be through the Public Works Director of the Public Services Division.

II. Submission

To be considered, return the Equipment and Experience Questionnaire and Proposal Form and any other information the Proposer deems important in an envelope **clearly** marked **"Proposal No.: P16-017: Cemetery Maintenance"** by **2:00 PM, Wednesday, November 4, 2015** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

Proposals may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference **"Proposal No.: P16-017: Cemetery Maintenance"** in the subject line. Proposals will be publicly opened on the date and time stated above.

III. General Information

General information is available on the City's website at the following web address: www.bangormaine.gov/proposals. By submitting a response to this solicitation, the

Proposer(s) accepts the responsibility for downloading, reading and proposing by the terms and conditions set forth in the City's "General Information for Vendors."

IV. Questions

All questions must be submitted in writing to bids@bangormaine.gov no later than 4:30 p.m., **Friday, October 23, 2015**.

A response to such questions will be in the form of an addendum which will be available on the City's website at www.bangormaine.gov/bidtabs on or before 4:30 p.m., **Tuesday, October 27, 2015**.

V. Payment

Payment to successful Proposer(s) for work shall be divided into eight (8) payments from April through November after work is completed.

VI. Scope of Services

The work consists of mowing, trimming, and annual spring debris cleanup in the City's four municipal cemeteries; Maple Grove, Mt. Hope, Oak Grove, and Pine Grove.

Mowing: The Proposer(s) shall provide mowing services by using designated equipment in each separate cemetery. All terrain in each cemetery shall be mowed to include elevated lots, bank slopes, borders, and grassed in areas on road surfaces. Hand mowing shall be required on all terrain that is uneven and not conducive to riding mowers. Mowing shall be accomplished Monday through Friday unless extenuating circumstances, to be approved by the Public Works Director or his/her designee, arise that require Saturday or Sunday mowing. The date of the spring clean up of the cemeteries and the date of the first mowing shall be determined by the Public Works Director or his/her designee. After the first mowing the frequency of mowing will be once per week prior to Memorial Day and as necessary, usually once every seven (7) to fourteen (14) calendar day period after Memorial Day as determined by the Public Works Director or his/her designee. The mowing of all cemeteries shall be completed the Friday before Memorial Day. When inclement weather does not permit time for the mowing before Memorial Day, the work schedule will be continued through Saturday, Sunday and Memorial Day to ensure that all cemeteries are properly prepared. At no time shall grass be allowed to exceed a height of 4 inches. Any windrows of cut grass resulting from mowing shall be removed from the grass surface the same day of mowing.

Trimming: The Proposer(s) shall provide trimming services with gas operated power trimmers in each separate cemetery. Trimming maintenance shall include the trimming of all grass located around or adjacent to upright monuments, flush markers, cemetery borders, fence lines, buildings, shrubbery, trees and roadways. The frequency of trimming

shall be on every other mowing cycle or as determined necessary by the Public Works Director or his/her designee.

Debris Collection & Removal: The Proposer(s) shall remove leaves from the city section of Mount Hope Cemetery during the second full week in November. The contractor shall provide spring clean up services for the collection and removal of all organic debris including tree branches, pine needles and leaves for all cemeteries. This service may require the entire cemetery to be raked or cleared with a leaf blower. Organic debris may be disposed of at the Public Services facility at 530 Maine Avenue.

The total area to be maintained by location is as follows:

Maple Grove	3.5 Acres	Mt. Hope	26.74 Acres
Oak Grove	6.7 Acres	Pine Grove	15.00 Acres

Payment will be made after a properly supported invoice for completed work is submitted monthly.

The successful Proposer(s) shall be responsible for providing adequate backup, as necessary, in the event that personnel and/or equipment dedicated to the contract become unavailable.

VII. Employee Behavior

The successful Proposer(s)'s employees shall not trespass on private property that borders the City's property. Vehicles shall not interfere unduly with traffic within the areas serviced and shall not be left standing unattended on public ways. Operations shall be performed as quietly and courteously as possible when funerals are taking place. The Public Works Director or his/her designee will provide as much advance notice as possible of interment times and locations so work in those areas may be accomplished before or after interments.

Services performed shall not interfere with the operations of the City's crews or other contractors. If necessary, the successful Proposer shall adjust his/her schedule to accommodate the City.

VIII. Complaint and Emergency Response Calls

The successful Proposer(s) shall maintain an adequate contact number (cell or telephone number) to handle all complaints and shall designate a knowledgeable employee capable of responding to a call from within the City. This individual shall be responsible for investigating, identifying and rectifying said complaints. The successful Proposer(s) shall maintain, on file with the City, the information as to the individual and contact number. The Proposer(s) shall provide qualified personnel at the contact number each day between the hours of 7:00 AM and 3:00 PM to receive complaints and or instructions from

the designated contract administrator and to be responsible for notifying the City of any equipment failures or delays in the service being provided. An answering service will not be acceptable in lieu of the above.

The Proposer(s) shall maintain a log of all complaints. Copies of this log shall be sent to the Public Services Division in the form of a monthly report. The log shall include the following information for every call:

- Time call received
- Problem reported
- Person reporting the call
- Person taking the information
- Person dispatched to evaluate the problem
- Nature of the problem at the scene
- Corrective action taken at the scene and date of completion

This information is required for each complaint received that involves the mowing, trimming, and spring debris clean up operations.

In addition, daily record of complaints will be logged in the offices of the contract administrators. More than two (2) justified complaints of failure to perform the services contracted in a two (2) week period, which is determined by the City to indicate an unsatisfactory level of service will result in a warning to the Proposer(s). Three (3) such warnings may, at the sole discretion of the City, result in default of the contract. The City may then rebid the contract or assign the work to another proposer. The Proposer(s) will be required to continue the service until the bidding process is completed.

IX. Special Requests

Adequate provisions shall be made by the successful Proposer(s) to provide special services when the regularly scheduled services do not provide the quantity or quality of required work. Special services, in the form of arrangements with other entities in the area shall be made by the successful Proposer at no cost to the City.

In the event that areas are missed by the successful proposer, in which, as a matter of public concern, the Public Services Department obtains a similar service for the mowing, trimming and debris removal, the successful proposer shall be billed at the prevailing rate for the equipment used to perform the service plus any labor and materials used in the performance of this work including all applicable overhead charges.

X. Equipment

The successful Proposer(s) shall use equipment designated for such use and proven reliable in the profession. Proposers are required to submit a detailed list of all equipment to be used and shall secure written approval from the City prior to using any additional

equipment for service under this agreement. Annually (June 1), the successful Proposer(s) shall provide appropriate documentation to the City regarding inspection and maintenance of any vehicle used to perform work within this agreement.

Equipment failure resulting in delay of service must be reported to the contract administrator within one (1) hour of the occurrence. The successful Proposer(s) will be required to dispatch back up equipment and continue the work within two (2) hours of notification of break down. Backup equipment must be readily available at all times. If the successful proposer(s) fails to provide adequate back up, the City shall complete the work as required, or cause to have the work completed and shall deduct all direct and indirect costs associated with this work from monies due to the proposer(s).

The successful Proposer(s) shall insure that all equipment is in safe and sound mechanical condition at all times during the contract period. The City reserves the right to request documentation concerning the mechanical condition of said equipment. The successful Proposer will be responsible for all maintenance of equipment, gasoline, oil, lubricants, parts and services.

The successful Proposer(s) shall be required to maintain a minimum level of equipment readiness to meet the demands of the work described herein.

XI. Ownership of Equipment

All vehicles, facilities, equipment and property used in the performance of the contract shall be wholly owned or leased by the successful Proposer(s). Rental agreements, conditional sales contracts, mortgages or other contractual arrangements for financing the purchase of such equipment shall also be allowed, however, all such leasing or rental agreements shall provide that in the event of default of the contract, or of such leasing or rental agreement, the City at its option, shall have the right to take possession of and operate the equipment covered by such leasing or rental agreement, assuming all remaining liabilities, payments and insurance, for the unexpired term of this agreement.

XII. Employee Qualifications

The successful Proposer(s) employees shall be competent and skilled in the performance of the work to which they may be assigned. Failure or delay in the performance of this agreement due to the Proposer(s)'s inability to obtain employees of the number and skill required shall constitute a default of contract.

XIII. Damage

The successful Proposer(s) shall exercise extreme caution in performance of maintaining cemeteries being careful not to damage stones, flush markers, trees, bushes, fences and other items in the cemeteries. Proposer(s) shall be liable for all damages due to careless or negligent actions by its employees.

If utilities are damaged by reason of Proposer(s)'s operations under this agreement, the Proposer shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacements to be made and the cost of doing so shall be deducted from the Proposer(s)'s payment from the City.

XIV. Points of Emphasis

1. All ditches that are too rough or wet to mow must be weed wacked every other mowing or whenever directed by the Public Works Director or his/her designee.
2. Flush markers must be trimmed so no grass extends over the marker and must be trimmed every other mowing or whenever directed to trim by the Public Works Director or his/her designee.
3. Care shall be taken to not leave scuff marks in the grass due to abrupt turns by zero turn mowers.
4. Care shall be taken to not hit gravestones and markers with equipment.

XV. Submission Requirements

Proposer(s) must furnish all information requested and follow the instructions as noted herein. Additional information may be submitted if deemed helpful in the selection process.

- A. A statement detailing the Proposer's background and experience including number of employees;
- B. Provide a list of five (5) references which include the contact name, title, phone
- C. Equipment and experience questionnaire;
- D. Proposal form; and
- E. Any other information the Proposer feels will aide in the evaluation process.

XVI. Selection Criteria

Each proposal will be evaluated based upon the following criteria:

- A. Experience of Proposer, measured in the number of years in business, total number of similar operations and proven track record;
- B. Number of employees currently employed; equipment; and
- C. Prior history and/or experience with Proposer;
- D. Proposed cost.

XVII. Equipment and Experience Questionnaire

This form must be completed and returned with the proposal. Failure to do so may result in disqualification.

Print clearly or type form.

1. Current Equipment

a. Number of mowers and trimmers currently owned.

b. Name of insurance carrier

c. Amount of insurance on each vehicle

d. Describe all major equipment that will be used in providing services to the City. Include the following: name of manufacturer, model, year, capacity of service and present condition. (Attach additional sheets if necessary).

e. Describe back up procedures if personnel or equipment becomes unavailable during the contract period.

- f. Will employees be uniformed? ____ Yes ____ No
- g. Will there be a contact person available at all times to administer calls?
____ Yes ____ No

If yes, provide the following information.

Phone: _____ Address: _____

2. Additional Equipment Planned

- a. Will new equipment be purchased for this contract? ____Yes ____No
- b. If yes, provide a description including make, model and year.

3. Experience

- a. Year of experience in the lawn maintenance business. _____
- b. Other municipal contracts (list municipality, contact name, phone, email).

4. Company Organization and History

- a. If a corporation, state of incorporation. _____
- b. Date organized _____
- c. Organized under what state law? _____
- d. Name of Officers/Principals _____

5. Has your company failed at any time to complete a contract? ____ Yes ____ No
If yes, list client and state circumstances.

6. Have any partners or employee failed to complete a contract? ____Yes ____ No

7. Have you or your company ever been awarded a municipal contract then withdrawn the bid? ____ Yes ____ No

8. Have any liens of any kind been filed against any of your contracts?
____ Yes ____ No

9. Are there any unsatisfied judgments recorded against you, your company or any member of your company? ____ Yes ____ No

If yes, state the explanation and details.



Proposal Form
Cemetery Maintenance
Proposal No.: P16-017

Deadline: 2:00 PM, Wednesday
November 4, 2015

Note: Work must be bid by using this form and any other requested documentation. Failure to comply may result in disqualification.

Item	Description	2016 Season	2017 Season	2018 Season
1	Maple Grove			
2	Mt. Hope			
3	Oak Grove			
4	Pine Grove			
<i>All charges must be included in the price per mowing per season. This includes, fuel etc. No other charges will be accepted.</i>				

(Season is defined as April 1 – November 30)

Business Name:			
Street or PO Box			
City, State, Zip			
Telephone Number			
Fax Number			
Email Address			
Contact Name			
Title		Date	