

Request for Bids
Cemetery Mowing Bid Specifications 2026 – 2028 Seasons

The Town of Warren is seeking mowing bids for the Town cemeteries for a three year contract, encompassing the 2026 - 2028 seasons. Mowing specifications are provided along with the bid form. Bids may be mailed or delivered to the attention of:

Sherry Howard - Town Manager
Warren Town Office
167 Western Road
Warren, ME 04864

Envelopes must be marked "CEMETERY MOWING BID" and state on the envelope that the bid is "NOT TO BE OPENED UNTIL MARCH 25, 2026." Bids are due by March 25, 2026 at 3::00PM. Bids will be opened on March 25, 2026, at 3:00 PM and are open to the public. Bids will be awarded at the Select Board meeting to be held on April 1st, 2026 starting at 6:15PM at the Town Office located at 167 Western Road, Warren.

We strongly encourage all bidders to be present at this meeting to answer any questions the Select Board members may have. The Town reserves the right to accept or reject any or all bids. Any bid received after the time and date specified shall not be considered. Bids must include work to be completed at ALL 19 cemetery locations.

Prior to contract execution, the successful bidder shall provide proof of the following:

1. That the company's vehicles are properly registered, inspected and insured.
2. A comprehensive liability insurance with a minimum coverage of \$1 million for each occurrence and \$2 million general aggregate, naming the Town of Warren as a certificate holder.
3. A certificate of Worker's Compensation insurance, or waiver from the Department of Labor. Insurance coverage must be in effect for the duration of the contract.

Scope of Work

Mowing will be required between May 1 and October 31st, of each season, with one final mowing at the end of October and removal of any leaves, branches and trash at each cemetery. Bids are to include spring cleanup consisting of picking up branches/twigs, leaves, gravel on grass, trash and the like that may have accumulated over the fall and winter in the cemeteries. Commencement of mowing at the start of the season must be coordinated with the Cemetery Sexton prior to May 1st. Contractors are expected to provide all necessary labor, equipment and supplies to fulfill the duties of their contract. Our cemeteries date back to the earliest use in 1736 when the Town of Warren was settled, the majority of them continue to be used for modern-day burials.

- The Contractor must schedule their mowing to assure pristine conditions in all locations before the Friday of Memorial Day Weekend (May 22, 2026, May 28, 2027 & May 26, 2028).
- During the remainder of the season, the Contractor should schedule mowing so that the grass height does not exceed three inches and excessive grass clippings and wind rows are avoided. Trimming and weed whacking are required but care must be shown not to damage grave markers or fixtures.
- **Cemeteries will be mowed, trimmed and raked to the property line of each cemetery.** No trimmings or leaves shall be raked or blown outside of cemetery property lines.
- Grass clippings shall not be left on stones and it is the responsibility of the Contractor to sweep off as needed after maintenance is performed.
- A list of cemeteries that have grass "dump" areas will be provided to the Contractor and these locations will be flagged by the Cemetery Sexton. Any cemeteries that do not have a grass "dump" location on site will need to have clippings and branches moved offsite for disposal by the Contractor.
- Care shall be taken not to nick or scratch stones with mowing/trimming equipment by the Contractor and their employees. Loose or broken stones or sunken graves will be reported to the Cemetery Sexton.
- Damage to cemetery stones and fixtures caused by the Contractor or Contractor's employees shall be at the cost and expense of the Contractor but repairs shall be coordinated with the Town, which shall allow repairs to be done only by a select list of masons. A complete list of known stone issues for each cemetery shall be provided to the Contractor prior to May 1st of each season. It is the responsibility of the contractor to walk each cemetery and sign off on the list of stone issues. The Cemetery Sexton will walk each cemetery at the end of the mowing season and check stones for new damage.
- Old Settlers and Stahl Cemetery are accessible by walk-in only to the public. These cemeteries are among the oldest and have a great deal of moss growing within the interior. **They must be maintained by walk-behind mowers and weed trimmers. No riding lawnmowers are permitted to be used.** A key for each of these locations may be provided to the Contractor for ease of accessibility. It is understood that any keys provided to the Contractor are Town property and may not be loaned out or used for anything other than fulfilling the scope of the mowing contract. All keys if provided must be returned to the Cemetery Sexton at the end of the contract period and may not be copied.
- **The Town Cemetery**– mowing is to be done with walk-behind mowers only around headstones, footstones and monuments. Motorized mowers may be used in the alleys and on the outside of the fence

- The Contractor will work with the Cemetery Sexton to mow cemetery lots prior to known burials and make it presentable for services.
- The Town will conduct a walk-through of each location with Contractor at a mutual agreed upon time to review work, expectations and maintenance at the beginning of the season and as needed throughout.

The Contractor must be willing to sign an agreement/contract with the Town of Warren and fulfill all requirements. The award shall not be subcontracted or assigned without the Town's knowledge and written consent.

Payment for work completed will be six times during each mowing season, comprised of 80% of the balance of said contract. The remaining 20% will be paid in November after a walk thru by the Cemetery Sexton to verify completion of work to their satisfaction. An invoice for each payment installment must be submitted to the town Bookkeeper by the first of each month. These payments will be included in the Town's accounts payable warrants. The final invoice for payment should be submitted after the Cemetery Sexton has done a walk-through of each cemetery and approved of work.

This Agreement may be terminated by either party upon seven (7) days written notice to the other party should such other party fail to perform in accordance with the terms of this Agreement. This Agreement may be terminated by the Owner (Town of Warren) upon a thirty (30) days written notice to the Contractor for the convenience of the Owner. Payment will be prorated to pay the Contractor for the work performed up to the date of cancellation.

Cemetery Site Locations

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| Blake & Post | Corner of Rt. 235 & Western Road |
| Counce | Peterboro Road – off Rt. 97 |
| Cushing | North Pond Road |
| Fairview & Newcomb | Corner of Patterson Mill Rd. & Highland Road |
| Leonard | 308 Patterson Mill Road – Across from Fairview Cemetery |
| Mt. Pleasant | Tolman Road |
| Old Settlers | End of Old Settlers Road – gated, access by key only on private road |
| Peterborough | Bunker Hill Road – grass avenue to cemetery, walk-in only |
| Pleasantville | Rt. 131 |
| Riverview | School St. – across from Old Brick School Comm. Center |
| Sawyer & Stirling | Corner of Stirling Road & Depot Street |

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| Skinner | Mountain Road |
| Stahl | Access is south of corner of Niilo Hill Rd & Finntown Road – gated, access by key only on private road |
| Starrett | Middle Road |
| Town | Corner of Main Street & Western Road |
| Watts | Camden Road, adjacent to Barley Joe Greenhouse |

Cemetery site specifications

Blake Cemetery –mowing/trimming up to the rock wall on all sides of the interior of the cemetery. Mowing/trimming of the parking area located at the east gate on Western Road.

***Counce Cemetery** – mowing/trimming of the cemetery up to the fenceline/posts on all sides. Mowing/trimming to the roadside and around boulders at front of cemetery.

***Cushing Cemetery** – mowing/trimming of the cemetery up to the fenceline/boundary on all sides of the cemetery. Mowing/trimming to the roadside and in the ditches adjacent to North Pond Road.

Fairview Cemetery – mowing/trimming of the cemetery up to the fenceline on all sides. Mowing/trimming of the grass between the cemetery and Patterson Mill Road.

***Leonard Cemetery** – mowing/trimming of the cemetery of upper and lower sections to existing boundaries/rock walls. Mowing/trimming of area outside of the cemetery entrances on Patterson Mill road and Highland Road.

***Mt. Pleasant** – mowing/trimming of the cemetery to fenceline/boundary of both sections. Mowing/trimming of ditch next to northern section of cemetery.

Newcomb Cemetery – mowing/trimming of the cemetery up to the fenceline on all sides. Mowing/trimming of the grass between the cemetery and Patterson Mill Road.

***Old Settlers** – *mowing is to be done with walk-behind mowers only.* Mowing/trimming of cemetery up to all fencelines of cemetery. Mowing/trimming of outer fenceline adjacent to dirt access road.

***Peterborough Cemetery** – mowing/trimming of cemetery to all fencelines. Mowing/trimming of parking area and walk-in road to cemetery.

***Pleasantville Cemetery** – mowing/trimming of cemetery to all fencelines. Mowing/trimming of parking area and grass between western fenceline and Rt. 131.

Post Cemetery - mowing/trimming of cemetery to all fenceline/boundaries. Mowing on outside of post fenceline along Rt. 235.

***Riverview Cemetery** – mowing/trimming of cemetery to all fencelines/boundaries. Mowing/trimming of area around entrance area, northern access road and ditch between cemetery and the “Old Brick School” driveway.

***Sawyer Cemetery** – mowing/trimming of cemetery to all boundaries, including between Sawyer and Stirling Cemetery. Mowing/trimming the front of the cemetery around boulders and ditches between cemetery and Stirling Road.

***Skinner Cemetery** – mowing/trimming of cemetery to all fencelines, including the area between the cemetery and Mountain Road.

***Stahl Cemetery – mowing is to be done with walk-behind mowers only.**

Mowing/trimming of cemetery to all rock walls. Mowing/trimming of area between cemetery and access road. This does not include the length of the access road.

***Starrett Cemetery – mowing/trimming of cemetery to all fencelines, including the areas and ditches between the cemetery and Middle Road.**

Stirling Cemetery – mowing/trimming of the cemetery to all fencelines, including the area between Sawyer and Stirling Cemeteries. Mowing/trimming of the front of the cemetery and ditch between the cemetery and Stirling Road.

***Town Cemetery - mowing is to be done with walk-behind mowers only around headstones, footstones and monuments.** Motorized mowers may be used in the alleys and on the outside of the fence . Mowing/trimming of cemetery to all fencelines, including the trimming of any brush growing next to the fencelines. Mowing/trimming of the area between the cemetery and Main Street outside of the fence.

***Watts Cemetery – mowing/trimming of the cemetery to all rock walls, including the area between the cemetery and Rt. 90.**

An asterisk (*) indicates that a grass/leaf/branch dump location is on site

All prospective bidders are encouraged to view the site locations named in these bid specifications prior to placing their bids. For questions, please call Amanda Shelmerdine, Cemetery Sexton at 207-975-6566.

