



Town of Newton, New Hampshire Cemetery Trustees

P.O. Box 378 - 2 Town Hall Road – Newton, NH 03858
newtonhccemetery@comcast.net

GROUNDS MAINTENANCE BID PROPOSAL 2011 & 2012

COMPANY NAME: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____
EMAIL: _____ CONTACT NAME: _____

CEMETERIES: HIGHLAND – 4.28 Ac, WILLOW GROVE – 1.7 Ac, TOWN HALL – 1.00 Ac.

MAINTENANCE PARAMETERS:

1. **Spring Clean Up:** Completed in early spring, but no later than May 1
2. **Fall Clean Up:** After leaves have fallen.
3. **Mowing:** A tentative schedule will be published in the spring, however, that schedule is subject to change on short notice due to weather conditions and/or budgetary constraints. All schedules are at the sole discretion of the Cemetery Trustees
4. **Trimming:** To be done on the same basis as the mowing.
5. It is anticipated that mowing of each cemetery would occur a minimum of 10 to a maximum of 12 times. The trimming, a minimum of 6 to a maximum of 12.

BID PROTOCOL:

1. All bidders must maintain a minimum \$1,000,000 General Liability insurance coverage. (A copy of said policy must be provided, with the Town of Newton listed as “Certificate Holder”)
2. A standard Cemetery Trustee service contract will be signed by both parties.
3. Sealed Bids must be returned to the Cemetery Trustees no later than **8 PM Sept. 16, 2010.**
4. The costs must reflect the amount for one (1) individual service at each cemetery. (IE: 1 Mowing, 1 Trimming, Spring cleanup & Fall cleanup)
5. Your bid must be entered in the structure requested on the bid proposal or they will not be considered.

BILLING PROCEDURE

1. No payments will be made in advance of services performed.
2. Billing to be submitted after each service. Invoices should be delivered to the Town Hall Selectmen’s Office or mailed to the Cemetery Trustees at the address shown above. The Cemetery Trustees will review invoices as soon as received, and submit them for payment.



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COMPANY NAME: _____ CONTACT: _____ TEL.: _____

FOR THE YEAR 2011

PRICE EACH INDIVIDUAL SERVICE

CEMETERIES

<u>SERVICE</u>	<u>HIGHLAND</u>	<u>WILLOW GROVE</u>	<u>TOWN HALL</u>
Spring Clean Up:	\$ _____	\$ _____	\$ _____
Fall Clean Up:	\$ _____	\$ _____	\$ _____
1 - Mowing:	\$ _____	\$ _____	\$ _____
1 - Trimming:	\$ _____	\$ _____	\$ _____

FOR THE YEAR 2012

PRICE EACH INDIVIDUAL SERVICE

CEMETERIES

<u>SERVICE</u>	<u>HIGHLAND</u>	<u>WILLOW GROVE</u>	<u>TOWN HALL</u>
Spring Clean Up:	\$ _____	\$ _____	\$ _____
Fall Clean Up:	\$ _____	\$ _____	\$ _____
1 - Mowing:	\$ _____	\$ _____	\$ _____
1 - Trimming:	\$ _____	\$ _____	\$ _____

AUTHORIZED SIGNATURE: _____ DATE: _____

- BID PROPOSAL MUST BE SUBMITTED NO LATER THAN **8:00 PM SEPTEMBER 16, 2010.**
- PLEASE SUBMIT BOTH ORIGINAL PAGES OF PROPOSAL.

SUBMIT TO: NEWTON, NH CEMTERY TRUSTEES
 P.O. BOX 378 - 2 TOWN HALL ROAD
 NEWTON, NH 03858
 TEL.: 603-382-4405 EXT. 10