



Town of Newton, New Hampshire

Cemetery Trustees

2 Town Hall Road – Newton, NH 03858
603-382-4405 Ext. 310 *cemetery@newtonnh.net

GROUNDS MAINTENANCE BID PROPOSAL 2019, 2020 & 2021

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 mid-May.
2. **Fall Clean Up:** In November after leaves have fallen.
3. **Mowing & Trimming:** 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. It is anticipated that mowing of each cemetery would occur a minimum of 12 to a maximum of 14 times. The trimming, a minimum of 6 to a maximum of 14.

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 October 25, 2018.**
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 each month. 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 2019

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 2020

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 2021

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:	\$ _____	\$ _____	\$ _____



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COMPANY NAME: _____ CONTACT: _____

TEL.: _____ E-mail: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

- BID PROPOSAL MUST BE SUBMITTED NO LATER THAN **8:00 PM October 25, 2018.**
- PLEASE SUBMIT ALL THREE ORIGINAL PAGES OF PROPOSAL.

SUBMIT TO: NEWTON, NH CEMTERY TRUSTEES
 2 TOWN HALL ROAD
 NEWTON, NH 03858
 TEL.: 603-382-4405 EXT. 310