



Town of Damariscotta

21 School Street
Damariscotta, ME 04543

Request for Proposals Mowing Services

The Town of Damariscotta is seeking proposals for a qualified contractor to provide lawn maintenance services at the town-owned cemeteries. Services will include providing adequate labor and equipment for spring and fall cleanup and mowing of the grounds beginning April 15, 2026 through November 30, 2028.

A copy of the full request for proposals and the official bid form can be found at www.damariscotta.maine.gov, or hard copies will be available upon request at the Damariscotta Town Office.

Sealed proposals clearly marked "Cemetery Mowing Bid" are due to be delivered to the Damariscotta Town Office located at 21 School Street, Damariscotta, Me 04543 by **Monday, March 16th at 3:00 PM**, at which time they will be publicly opened. Notice of award is expected to be Thursday, March 19th. Proof of Worker's Compensation and General Liability insurance are required.

No fax or e – mail proposals will be accepted. The Town of Damariscotta reserves the right to reject any and all proposals, and waive any irregularities.

Questions should be directed to Andrew Dorr, Town Manager at 563-5168, or via email at adorr@damariscotta.maine.gov.

Town of Damariscotta Request for Proposals
Cemetery Mowing Services

Scope of Work:

- Mowing and grounds maintenance of the Bethlehem Cemetery, Hillside Cemetery, and Walpole Cemetery will be performed regularly from April 15 through November 30 for each contract year.
- Mowing and grounds maintenance of the Knowlton-Russ Cemetery and Chapman-McAllister Cemetery shall be performed five (5) times (approximately monthly during growing season), including the access trail from Rt. 1 to Knowlton-Russ and the access trail from Back Meadow Rd. to Chapman-McAllister.
 - At a minimum, these cemeteries shall be mowed within 7 days prior to Memorial Day and July 4th.
- All grass shall be kept to a height not to exceed three (3) inches, except for Knowlton-Russ Cemetery and Chapman-McAllister Cemetery.
- Mow and trim to all property boundaries, including stone walls, picket fences, or other boundaries.
- Mow and trim between all fences (stone, picket, or chain) and adjoining paved roads.
- Trim around every individual gravestone without scoring, chipping, or otherwise damaging. This includes, but is not limited to, headstones, footstones, flush stones, family monuments, and curbing around lots, as well as flower pots and flag holders.
- Trim around every individual veteran's flag.
- Trim around all temporary surveyor flags without disturbing their locations.
- Ensure no clippings are left lying on stones, using blower as needed.
- Follow existing earth contours when mowing (no scalping).
- At Bethlehem, Hillside, and Walpole, all grass clippings, brush cutting and other debris, whether from routine mowing or from spring and fall cleanups, to be removed from Cemetery property and disposed of properly. Nothing is to be dumped on adjoining property.
- Temporary storage of grass clippings may be allowed at Bethlehem and Hillside Cemeteries at designated locations with the approval of Town officials. No clippings shall be left at Walpole Cemetery. All clippings are to be removed from Hillside Cemetery twice each year on or about July 1 and November 15.
- One (1) spring cleanup of sticks, branches, leaves, stones, dead flowers, discarded containers, minor brush cutting, etc., will be completed.
- One (1) fall cleanup of sticks and branches, leaves, dead flowers, and discarded containers will be completed.
 - Spring and fall cleanups include all ground within property boundaries, including stone walls, picket fences, or other boundaries, and between any such fence and adjacent paved road, including access trails.
 - Spring and fall cleanups include removal of debris from stone walls.
 - Spring cleanup includes removal of winter sand from granite steps leading to arch at Walpole.
- Trim growth outside Bethlehem west picket fence two (2) times each year to prevent encroachment through fence.
- Trim fieldstone steps at Walpole.
- Keep an area at least two feet wide cleared of all growth other than grass outside the granite block wall at Walpole.
- Keep tree sprouts trimmed to prevent growth at any stumps.
- Restore chain fences to closed position when leaving Bethlehem Cemetery.

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- Promptly report to Cemetery Administrator or Town Manager items needing Town attention, such as damaged gravestones, fallen trees, major limbs down, and collapsed graves.
- Cut or arrange for the cutting of grass/hay in the unsold portion of Hillside Annex 2 at least twice per year. Grass should not exceed two feet (2') in height.
- The contractor shall ensure that surveyor rebar and white blocks at Hillside and Bethlehem Cemeteries, and wooden stakes at Hillside Cemetery, are in place before and after mowing.

Proposal Requirements:

- **General Statement of Qualifications:** Provide a general statement of qualifications on company letterhead that demonstrates the firms' qualifications and intent to meet the terms of the agreement. In this statement, demonstrate the firms understanding of the requirements of the agreement, and make note of any important facts that make the firm especially qualified for this work.
- **Equipment:** Demonstrate the possession of sufficient equipment, including backup equipment, to perform the services.
- **Completed Bid Form – Attached**
- **References:** Provide no less than three independent references that can demonstrate or confirm the contractor's ability to successfully perform the services required under the scope of work. These references must include the owner's name and contact information, the type of services provided, and when the services were provided.
- **Proof of Insurance:** Provide proof of the following insurance coverage (ability to list the Town of Damariscotta as additionally insured):
 - Worker's compensation insurance in accordance with Maine Law
 - General Liability: \$500,000 each occurrence, \$5,000 medical expense, \$1,000,000 general aggregate, \$1,000,000 automobile liability – each accident.

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BID FORM

Due Monday, March 16, 2026 at 3:00 PM

Contractor Name: _____

Contact Name: _____

Contact Phone #: _____

Address: _____

Bid Price for Cemetery lawn maintenance services as outlined in the above Request for Proposals:

Bid Price:

2026	2027	2028

The Bid Price specified above is considered valid for 60 days from the stated bid opening date.

Attachment: Proof of General Liability Insurance

Attachment: Proof of Worker's Compensation

The Town of Damariscotta reserves the right to reject any and all bids; waive irregularities which do not affect the substantive provisions thereof, and to negotiate with any bidder or to accept any bid deemed advantageous to the Town of Damariscotta.

Authorized Contractor's Representative

Signature: _____

Date: _____

Print Name: