

# Town Cemetery Mowing Invitation to Bid April 27<sup>th</sup> 2026

Town of Benson, Vermont  
2760 Stage Road  
Benson, VT 05743  
Invitation to Bid  
Date: April 27<sup>th</sup>, 2026

**Project:** Mowing of all Town Cemeteries

**Time Period for Contract:** Work to be completed mowing Season from May of 2026-  
End of October 2026

**Bidder Eligibility:** Must own Equipment and adhere to Insurance requirements

## 1. Introduction

The Town of Benson Cemetery Commission is accepting Bids to mow and weed trim all four Town owned cemeteries.

## 2. Scope of Work

The Town is requesting bid proposals for a contractor to provide the following services at Cemeteries, Benson, Vermont:

- A. Mow and Weed Trim all Four Cemeteries owned by the Town of Benson
  - a. Fair View Cemetery 1,000 Memorials should be mowed every 10 days except in times of extremely dry conditions
  - b. Old Benson Cemetery 960 Memorials every 10 days except in times of extremely dry conditions.
  - c. Carter St Cemetery 92 Memorials Mowed a minimum of 4 times a year except in times of extremely dry conditions
  - d. Temple Cemetery 73 Memorials- Mowed a minimum of 4 times a year except in times of extremely dry conditions
  - e. All Cemeteries should be mowed just prior to Memorial Day

## 3. Proposal

A. Proposal shall include a lump sum price for the completion of the work and requested payment schedule

## 4. General Information for Bidders

A. The Town of Benson Cemetery Commissioners reserves the right to accept or reject any proposal at their discretion and to award a contract based solely on the determination of the best proposal considering all circumstances.

B. The Town of Benson Cemetery Commissioners reserves the right to reject any and all proposals received without penalty and to not issue a contract as a result of this ITB.

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C. The Town of Benson Cemetery Commissioners reserves the right to retain all proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this ITB unless clearly stated to the contrary and specifically noted in the proposal.

## 5. Pricing

A. Payment requirements must be clearly stated in the proposal.

B. The Town of Benson Cemetery Commissioners has no obligation to reimburse bidders for any expenses incurred in preparing and/or presenting proposals in response to this request.

## 6. Submission of Proposals

A. Proposals may be submitted in person during regular business hours at the Municipal Office. By USPS or courier to Town of Benson 2760 Stage Rd, Benson, VT 05743 or by email [benonselectboardasst@gmail.com](mailto:benonselectboardasst@gmail.com)

All bids submitted in an envelope must be labeled "Cemetery Mowing." Proposals submitted by email must be labelled "Cemetery Mowing" on the email subject line.

B. Bids must be typed or handwritten neatly. If the bid is being submitted by email, the actual bid must be on a PDF attachment to the email document.

C. Bids must be submitted no later than **2:00 PM on April 27<sup>th</sup>, 2026**. Bids must be submitted by the due date and time to be considered.

E. Bids will be opened publicly by the Cemetery Commissioners **on April 27<sup>th</sup>, 2026. at 5:00pm**

## 7. General Provisions

### A. Coordinator

Coordinator for the project will serve as the single point of contact for this project.

Carrie LaFond, Selectboard Assistant/ 1 of 5 Cemetery Commissioners

Town of Benson

2760 Stage Rd

Benson, VT 05743

518-242-6406

Email: [benonselectboardasst@gmail.com](mailto:benonselectboardasst@gmail.com)

All communication between the bidder and the Town shall be through the coordinator. Any other communication will be considered unofficial and non-binding on the Town. Bidders are to rely on written statements issued by the coordinator.

### B. No Obligation to Contract

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This invitation to bid does not obligate the Town to contract for services herein. The Town reserves the right to reject all bids and to either withdraw the Invitation to bid or reissue a revised Invitation to Bid.

## C. Insurance Requirements

The contractor will furnish the Town with a certificate of insurance from an authorized representative of each insurer showing compliance with the insurance requirements set forth below.

1. The contractor shall, at their expense, obtain and keep in force insurance coverage during the full term of this contract and provide the town with a Certificate of Insurance showing the Town of Benson, Vermont as an additional insured.
2. Liability Insurance- The contractor shall maintain commercial general liability insurance with a limit not less than \$1,000,000 per occurrence with a \$2,000,000 general aggregate.
3. Auto Insurance- The contractor shall maintain automobile liability insurance with a limit not less than \$500,000.
4. Workers' Compensation- The Contractor will, during its service to the Town, comply with all applicable worker's compensation, occupational disease, occupational health, and safety laws, statutes, and regulations to the full extent applicable. The Town shall not be responsible for claims filed by the contractor, their employees, and their subcontractors for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage.

## 8. Evaluation and Selection Criteria

The Town will consider the following criteria when evaluating and selecting a proposal.

Price

Clarity and completeness of proposal

Contractor's ability to perform the work within the specified guidelines.

Contractor's experience and reputation

Contractor's ability to meet other terms in the contract.

Contractor's financial stability