

Town of Corinna

Cemetery Mowing 2026-2028

BID REQUEST- CEMETERY MOWING

March 26, 2026

To: Interested Parties/Potential Bidders

The Corinna Board of Selectmen is seeking an individual or firm to contract with the Town for years 2026-2028 for the mowing of six cemeteries:

- Village Cemetery** located on Stetson Road
- Corinna Center** located on Corinna Center Road
- Morses Corner Cemetery** located on Exeter Road
- Nutter Cemetery** located on Packard Road
- Higgins Cemetery** located on the Bowden Road
- McKusick Cemetery** located on the Airport Road.

Each mowing season commences the first week of May through November, of each year and includes mowing of the areas once a week, unless otherwise requested. Mowing of all areas will commence after May 1, as conditions warrant. Town of Corinna public works will clear fallen limbs and debris prior to first mowing, and clear old flowers and debris after the last mowing.

Information to Bidders:

1. To receive consideration, an original copy of attached Bid Page, with all appropriate sections completed, must be returned within the stated period, either by mail, hand delivery, or email. The form may be reproduced.
2. Quotes must be submitted in a sealed envelope, plainly marked on the outside "**CEMETERY MOWING BID**" and shall be addressed to **Town Manager, Town of Corinna, 8 Levi Stewart Drive, Corinna, ME 04928**, hand-delivered to the Town Office, or bids will be accepted via email to corinnamgr@roadrunner.com please include in the Subject line "**CEMETERY MOWING BID**".
3. Questions relating to the terms or conditions of the specifications are to be directed to the Town Manager at 207-278-4183 or email corinnamgr@roadrunner.com
4. Quotes must be received no later than **Wednesday, April 22, 2026 at 4:00 P. M.** and will be publicly opened at the Corinna Town Office at 4:15pm. Contractors, or their representatives, are invited to attend the opening. Board of Selectmen will award contract at the April 22, 2026 regularly scheduled Board meeting in the Jones Nutter Auditorium of the Levi Stewart Library Building at 6pm.

5. The Town of Corinna reserves the right to accept or reject any or all quotes, to waive any formality or technicality in the submissions, and to accept any quote as may be deemed by the Selectmen to be in the best interests of the Town.

SPECIFICATIONS

The Contractor awarded the contract shall:

1. Furnish all equipment and labor to complete the work as detailed or reasonably implied herein.
2. Furnish proof that he/she is covered by adequate Worker's Compensation Insurance or a state form filed stating it is not needed but has been applied for and by the minimum public liability and property damage insurance required by the Town, with the Town of Corinna named as an additional insured on the policy: General Liability coverage of \$1,000,000.00 per each occurrence, \$1,000,000.00 personal and advanced injury, \$500,000.00 property damage with a general aggregate of \$2,000,000.00; automobile liability of \$1,000,000.00; and worker's compensation coverage of \$500,000.00 for each incident. The policy for such coverage shall indicate that the policy shall not be canceled unless the Town receives ten days' advance written notice of cancellation from the insurance company. The Contractor will assume all responsibility for damage inflicted upon structures and other property and personal injury during the performance of the Contractor's work under the contract. **All appropriate Certificate of Insurance forms must be on file with the town office, before mowing begins.**

DESCRIPTION OF AREA OF WORK

Mowing of the Cemeteries shall be done on a weekly basis unless otherwise noted by the Town Manager. Trimming shall be performed around headstones with care so as not to damage headstones or decorations. Contractor shall notify the town of any damaged headstones so that the Town may have these headstones repaired. Contractor will not be responsible for repairing headstones unless damaged by contractor or their employees. Each cemetery shall have a bi-weekly trimming around the fences of the cemeteries to include grass and bushes. Also, blowing of cut grass from headstones, and all fallen leaves, should be included. The contractor, on an as needed basis throughout dates of contract, in order to keep the appearance of the cemetery in a proper manner, shall remove any incidental blown down branches and tree limbs. Before significant holidays, the cemeteries need to be mowed, trimmed and cleaned of debris.

Holidays: Mowing must be completed 2-3 days prior to each of the following holidays: Memorial Day, Flag Day, Fourth of July, and Labor Day.

BID PAGE

**TOWN OF CORINNA
CEMETERY MOWING (2026-2028)**

The **2026-2028** quote for mowing of 6 cemeteries. Payment breakdown will be equal monthly payments starting in May through November of each year.

- Village Cemetery** located on Stetson Road
- Corinna Center** located on Corinna Center Road
- Morses Corner Cemetery** located on Exeter Road
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\$ _____ 2026

\$ _____ 2027

\$ _____ 2028

If favored with a contract, the Contractor agrees to furnish the services quoted hereon at the price and under the conditions specified with the exceptions as follows:

Contractor name: _____

Contractor address: _____

Telephone number: _____

Signature and Title: _____

Date: _____