

# **Roxbury, Vermont**

## **Cemetery Mowing Bid Package**

### ***Bid Package Goal:***

Provide prospective bidders for mowing services with the information needed to submit comprehensive and fair bids that meet the needs of both the vendor and the Town.

### ***Overview:***

The Town of Roxbury's Cemetery Commission is comprised of a group of volunteers dedicated to preserving the history and resting places of Roxbury's ancestors. Their work is supported by the citizens of Roxbury.

Cemeteries are resting places where people come to pay their respects and reminisce about family and friends. More recently, especially with the popularity of ancestry.com and software like that, we have visitors coming to Roxbury from all over the globe to touch a stone and ponder the lives of their forebearers.

Not knowing when visits will occur, nor when burials will be required at our active cemeteries, we need to stand constantly at the ready and you will provide an integral mowing service as part of our team.

### ***Mowing:***

All cemeteries must be mowed in the three days leading up to Memorial Day.

In the context of this document, the terms "mowing" or "mowed" refers to mowing and weed whacking. Weed whacking is critical to maintaining a neat & clean appearance. It needs to be done where the mowing machine(s) cannot operate near enough such as around headstones, monuments, markers and raised corners.

In addition, if the grass is tall enough to leave layers or chunks of mowed grass or leaves visible over the lawn surface, then that material needs to be collected and deposited in the area to be designated by the Cemetery Commission at each location.

Over time, older graves with wooden contents tend to leave depressions. These areas need

to be filled in, leveled and re-seeded. In the course of your work, should you discover a “sunken” gravesite, you should alert the Cemetery Commission of its presence & location.

### **Cemeteries:**

The following pages detail the Town cemeteries and areas in Roxbury that you are bidding on to mow and weed-whack.

<b>Cemetery</b>	<b>Address</b>	<b>Est Size (acres)</b>	<b>Approximate Number of Memorials</b>	<b>Active Burials</b>
<b><i>Once Every Two Weeks</i></b>				
East Roxbury	39 Ladd Rd	.71	205	Yes
Roxbury Flat	3530 Roxbury Rd	1.4 *	7	No
Roxbury Village	335 Roxbury Rd	4.18 **	1,544	Yes
Winch Hill	70 Winch Hill Extension	.08	34	No
<i>Sub-Total</i>		6.37	1,790	
<b><i>Once Every Three Weeks</i></b>				
Roxbury First Settlers Cemetery East	1776 Steele Hill Rd	.57	124	No
<b><i>Twice Per Season</i></b>				
Orcutt	840 Beaver Meadow Rd	.24	25	No
West Hill	2155 Carrie Howe Rd	2.07	44	No
<i>Sub-Total</i>		2.31	69	
<b><i>Total</i></b>		9.25	1,983 ***	

\* includes all lawn situated between the railroad tracks & 12A and Thurston Hill Rd & Oxbow Rd. Flat cemetery is approximately a .5 acre plus an additional Town owned portion estimated to be .86 acres.

\*\* includes a section known as the “Gerdes Extension” located at the rear of the Village Cemetery. This area is to be mowed once a month

\*\*\* The Cemetery Commission notes that many stones are flat and can be mowed over. Also, many stones have multiple memorials (names) included on one stone so the counts are somewhat misleading. Several cemeteries also have raised corner markers, fences and other features that require weed whacking. The Commission feels that prospective bidders need to visit each of the cemeteries to accurately estimate the level of effort required to mow and trim them.

**Cemetery:** East Roxbury

**Address:** 39 Ladd Rd

**Parcel ID:** 110026-000

**Approximate Acreage:** .71 acres

**Schedule:** Every Two Weeks

**Mowing Notes:**

The area marked by “P” is the designated parking area for this cemetery.



**Cemetery:** Orcutt

**Address:** 840 Beaver Meadow Rd

**Parcel ID:** 090021-000

**Approximate Acreage:** .24 acres

**Schedule:** Twice per Season

**Mowing Notes:**



**Cemetery:** Roxbury First Settlers Cemetery East

**Address:** 1776 Steele Hill Rd

**Parcel ID:** 100057-000

**Approximate Acreage:** .57 acres

**Schedule:** Every Three Weeks

**Mowing Notes:**

The area immediately in front of the entrance, between the road and cemetery, needs to be maintained as well.



**Cemetery:** Roxbury Flat

**Address:** 3530 Roxbury Rd

**Parcel ID:** 090032-001

**Approximate Acreage:** 1.4 acres

**Schedule:** Every Two Weeks

**Mowing Notes:**

The area to mow includes all lawn situated between the railroad tracks & 12A and Thurston Hill Rd & Oxbow Rd. Flat cemetery is approximately a .5 acre plus there is an additional estimated .86 acres of Town property.





**Cemetery:** Roxbury Village *(with Gerdes Extension)*

**Address:** 335 Roxbury Rd

**Parcel ID:** 040205-000

**Approximate Acreage:** 4.18 acres

**Schedule:** Every Two Weeks *(Gerdes Extension is once a month)*

**Mowing Notes:**

Gerdes Extension is in the back portion of the cemetery. This parcel is to be mowed once a month. The area to mow is 12 feet below the last row of lots marked with corner stones. The idea is that the area not yet being used can be mowed less frequently but the portion of the Gerdes Extension that has stones and graves should be included in the two week mowing plan with the rest of the Village cemetery.



**Cemetery:** West Hill

**Address:** 2155 Carrie Howe Rd

**Parcel ID:** 040145-100

**Approximate Acreage:** 2.07 acres

**Schedule:** Twice per Season

**Mowing Notes:**





**Cemetery:** Winch Hill

**Address:** 70 Winch Hill Extension

**Parcel ID:** N/A

**Approximate Acreage:** .08 acres

**Schedule:** Every Two Weeks

**Mowing Notes:**

