



**CARETAKER SERVICES
TOWN OF HARDWICK
CEMETERY DEPARTMENT**

SCOPE OF SERVICES

The Bidder shall submit a quote on the cost of providing labor and equipment for the mowing, raking and upkeep of the following:

1. Mowing as needed, the Hardwick Common. Including: the Main Common, the Common area where the Paige Memorial Fountain is located, the area used for the show ring of the Community Fair, and the area around the Historical Society building and Town House.)
2. Mowing as needed, at the so-called Old Cemetery (32 Common Street) in the back of the Town House.
3. Mowing as needed, at the complete Upper Cemetery (Rt.32A Petersham Rd.)
4. Mowing as needed, at the so-called Baptist Cemetery in the west part of Hardwick (Collins Rd).
5. Raking of leaves and rubbish, when needed, on the Common and Cemeteries as stated in 1-6. (Raking also including individual grave markers and headstones, front and back)
6. Trimming of shrubs when and where needed on grounds being maintained by the CONTRACTOR.
7. The CARETAKER shall keep an accurate record of burials during the year.
8. The CARETAKER shall be responsible for the opening and closing of a gravesite. If he/she is unable to fulfill the obligation, he/she shall be responsible for replacing themselves at said times. Said person shall be paid \$180.00 for a full burial, and \$150.00 for an infant burial. The TOWN will provide the backhoe for burials. Cremation burials shall be paid in the amount of \$150.00.
The Cemeteries are closed for Burials December 1st to April 1st.
9. The CARETAKER shall install concrete footing for head stones, markers and foundations for monuments. Monument foundations shall be at least (2 1/2'-3') two and one-half to three feet deep, with a mixture of stone and concrete. All foundations will be at least to the specification of the supplier. The CARETAKER will be paid fifty dollars (\$50.00) for each marker and foundation, and eighty dollars (\$80.00) for a monument foundation.
10. The CARETAKER shall run the water pump in the Upper Cemetery when needed, (after the danger of frost has passed) so that a supply of water is available during the summer

months and to see that water lines are working. These lines must also be drained at the end of summer by November 1st.

11. The Bid shall be a single figure for the entire year of the contract and will be paid in four equal installments, paid on or about August 15, October 1, November 15, and June 15.
12. The CARETAKER shall provide a certificate of general liability insurance in the amount of \$1,000,000. In addition, the CARETAKER shall provide Worker's Compensation Insurance, if otherwise required for his/her usual business by the Commonwealth of Massachusetts (sole proprietors doing work for themselves are not required to carry worker's compensation).
13. The CARETAKER shall be responsible for the maintenance and upkeep of new and existing grave sites, including reseeding.
14. The CARETAKER shall hold a valid hydraulic operators license.
15. The CARETAKER shall have access to a small dump truck for transporting excess material from gravesites.
16. The CARETAKER shall perform other tasks pertinent to the upkeep of the Cemetery as requested by the Cemetery Commissioners.
17. The CARETAKER shall remove from new burial sites any remaining cut flowers after a one week period, or sooner if deemed necessary.
18. A list of at least three (3) jobs which the CARETAKER'S firm has successfully completed, giving the name and address of these projects as well as a contact person for whom the work was done.
19. The Contract will run from July 1, 2019 to June 30, 2020.