

Revisions following mandatory pre-bid walkthrough by T. Meyer, K. LaPorte (Cemetery Commission)

Amendments/Modifications to the Cemetery Maintenance Bid Specifications

1. Modify the \*\* notation in the table as follows:  
\*\* 2021 – Week ending May 8, 22, June 5, 19, July 3, 24, Aug 14, Sept 4, Oct 2. The contractor may present alternate proposals for the schedule if they desire. Alternate proposals should be included in the bid package.
2. Modify Paragraph 1 after the table of mowings as follows:  
The Lebanon Town monitor shall be notified of actions on this contract within 24 hours via telephone or electronic means.
3. Modify Paragraph 2, regarding Spring and Fall clean-up, as follows:  
The contractor shall conduct Spring and Fall clean-up only at New Lebanon Cemetery. Spring clean-up shall be completed two (2) weeks before Easter. Fall clean-up shall be completed 2 weeks before Veterans Day, November 11.  
Spring and Fall clean-up shall include removal of outdated decorations from prior holidays and seasons, dead plants, bottles, cans, and other man-made rubbish. Spring clean-up shall include of removal of Christmas ornaments.  
During the Spring and Fall clean-up, or at any time during the season, live potted plants and flowers may be moved to locations near the headstones to minimize interference with mowing and trimming.  
Decorations that are judged by the CONTRACTOR to be of a personal or sentimental nature should not be removed but may be positioned to minimize interference with mowing and trimming.  
Clean-up shall include the areas between the new Lebanon cemetery's front hedge and the road.  
Discard of rubbish can be coordinated through the First Selectman's office.
4. Modify the Parage 4 after the table as follows:  
The CONTRACTOR shall clean and trim Loomis Cemetery 3 times per year at the beginning of May, July, and September. Cleaning and trimming of Scoville cemetery may be conducted at the same time, at the CONTRACTOR'S discretion. The activity shall include clearing weeds within the cemetery, around headstones, the wall, and fences. Any damage to the wall or fence should be reported to the Sexton.
5. Modify Paragraph 5 to read:  
String trimming shall be done at least every other period except at Loomis and Scoville cemeteries as specified above. Areas to be trimmed include around each monument, structure and up to the inside of walls and fences. At North Lebanon Cemetery, string trimming must be done so that all aluminum grave site numbered pins remain visible.

6. Modify "Additional Specification 13" as follows.
  13. The contractor shall remove normally occurring fallen leaves, sticks and limbs (up to 3 inches in diameter) during mowing operations. Such debris from severe weather events are not the responsibility of the contractor. A severe storm is defined as one during which power or travel interruptions have occurred in Lebanon.
7. This contract shall not be sub-contracted to another business without the prior written consent of the Board of Selectmen. In any case, the responsibility for fulfilling the contract remains with the contracting awardee.
8. The Town of Lebanon reserves the right to extend the subject contract to Fiscal Year 2022-2023 and 2023-2024 depending upon determination by the Board of Selectmen.
9. The table showing cemetery dimensions is enhanced to include the approximate number of headstones and above ground obstacle to mowing, and for which trimming may be required.

3/10/2021 Lebanon Cemeteries				
		Approximate values		
Cemetery	Address	Area (acres unless otherwise noted)	Wall Length, (ft )	Obstacles to mowing: headstones & above ground markers
Center	650 Exeter Rd	2.1	1624	830
Exeter	1251 Exeter Rd	2.6	1387	920
Goshen	21 Church St	1.4	1129	810
Liberty Hill	359 Trumbull Hwy	1.3	959	440
New Lebanon	174 Waterman Rd	5.8	2583	1030
North Lebanon	85 Synagogue	2.8	1282	17
Scoville	7 Cook Hill Rd	0.9	633	120
Trumbull Front	428 Exeter Rd	0.2	190	860
Trumbull Burial section	428 Exeter Rd	1.7	931	0
Loomis	197 Mack Rd	(656 SF)	114	6
Totals		18.8	10,832	5,033
Dimensions from SCCOG GIS. Obstacle count from satellite and on-site counts				

MARCH 11, 2021 REPLY TO QUESTIONS #1

Q1. Can the cemetery commission give an approximate number of headstones per cemetery?

A1. The approximate number of headstones and other obstacles to mowing are listed in the MODIFIED BID SPECIFICATION.

Q2. Can the contractor electronically let the Town's contract monitor know that mowing has been done, or does it have to be done via phone?

A2. The Lebanon Town monitor shall be notified of actions on this contract within 24 hours via telephone or electronic means.

Q3. Will the town provide an area to dispose of leaves after the completion of the spring/fall cleanups? What about litter debris?

A3. Discard of rubbish can be coordinated through the First Selectman's office.