

Woodbury Cemetery Commission Request for Proposals

The Woodbury Cemetery Commission is announcing a Request for Proposals (RFP) for the construction of a new dirt/gravel road and parking lot in the South Woodbury Cemetery to the lower green burial section of the Cemetery.

The road will begin to the right of the current parking area at the top section of the South Woodbury Cemetery going down the hill to the green burial section.

A site visit is a requirement for submitting a proposal.

All contractors and subcontractors shall carry full insurance.



The site visit for interested contractors is an essential opportunity for bidders to familiarize themselves with the project, understand the project requirements, and ask any pertinent questions. During the site visit, participants will have the chance to see the specific areas where construction will take place and discuss the project scope with our team.

To schedule an appointment or ask questions, please call or email Susan Stitely at 802-999-4889 / ssitely@vermont-colleges.org.

Evaluation and Selection Criteria – The Commission will consider the following criteria when evaluating and selecting proposals: Price

- Clarity and completeness of the submitted proposal.
- Bidder's ability to perform within agreed upon time.
- Bidder's experience and reputation, quality of the materials and services specified in the bid.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Any other factors that the Commission determines are relevant and appropriate in connection with a given project or service.

Start of Work – Work will commence on a date and time mutually agreed to by the Commission and the Contractor, following the execution of an approved and signed contract.

The Woodbury Cemetery Commission will examine all proposals and reserves the right to reject any or all received bids. The decision of the Commission will be final. Sealed bids must be received at the Woodbury Town Office, 1762 VT RT 14, and P.O. Box 10, Woodbury, Vermont 05681 by July 7, 2025.

Cemetery Commission Members: Susan Stitely, Chair; Patti Garbeck, Vice Chair; Jame Dutil, Treasurer; Amy Eldred, Member; Stephanie Appleton, Member

WOODBURY CEMETERY COMMISSION BID FORM

Primary Contact:

Name of Business:

Physical Address:

Mailing Address:

Daytime Phone:

Email:

Available Start Date:

Please provide a narrative on a separate sheet of paper that includes the materials to be use, equipment, length & width of road of the road and the parking area as well as removal of any debris. The undersigned's proposal for the firm fixed-price sum as follows:

Firm Fixed-Price Base Bid:

Labor	\$
Equipment	\$
Materials	\$
Debris Removal	\$
Other (describe in narrative)	\$
Base Bid Total	\$

DELIVERY DATE AND ACCEPTANCE If awarded this contract within thirty (30) days after the time set for the opening of bids, Contractor agrees to provide work and materials as proposed without escalation of prices, and to complete installation as outlined in the aforementioned scope of work.

The undersigned, having familiarized itself with the existing conditions of the site affecting the work and conditions, hereby proposes to furnish all supervision, technical personnel, labor, materials, tools, appurtenances, equipment, and services required to perform the proposed.

Respectfully Submitted,

Signature:

Name:

Company:

Title: