

## 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.

All contractors and subcontractors shall carry full insurance.

### Scope of Work

The beginning of the road is marked with stakes as is the proposed parking area. The road begins before the first curve of the entrance road and proceeds down the hill to the green burial section with a small parking area at the bottom to the left, marked with two stakes. The parking area should be big enough for 5 cars, approximately 42.5' x 30' deep. The road should be 10' to 12' feet wide with a 15% slope. The proposal should detail the grading of the road, the width and length, as well as the parking area. We are looking for a simple driveway type of road.

A site visit for interested contractors is available. To schedule an appointment or ask questions, please call or email Susan Stitely at 802-999-4889 / [sstitely@vermont-colleges.org](mailto:sstitely@vermont-colleges.org).

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

- 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.
- Price.
- 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 (either this spring or summer) 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. Bids must be addressed exactly as follows: Susan Stitely, Woodbury Cemetery Commission, Chair, 547 Dog Pond Rd. E. Calais VT 05650, by May 20, 2026.

Cemetery Commission Members: Susan Stitely, Chair; Patti Garbeck, Vice Chair; Amy Hunt, Stephanie Appleton, and Cacky Peltz.

**WOODBURY CEMETERY COMMISSION BID FORM**

**It is important to fill out everything on the form including all contact information.**

**Contact Information**

Primary Contact:  
Name of Business:  
Address:  
Daytime Phone:  
Email:  
Available Start Date:

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Please fill out the section below and 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 for is as follows:

**Firm Fixed-Price Base Bid for Fall 2025. If work begins in the spring of 2026 price fluctuations will be allowed:**

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

**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 if completed in 2026, 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: