Cemetery Maintenance & Sexton Bid Request – BIDS DUE 12/15/2026

Town of Wheelock
PO Box 1328, 1192 Route 122, Wheelock, VT 05851
wheelocktown@gmail.com 802-626-9094 phone 802-626-8894 fax
https://townofwheelockvt.org/

MAINTENANCE OF 3 LOCAL CEMETERIES

1. The local cemeteries are: Wheelock Village Cemetery, Sulphur Springs Cemetery (the only active cemetery) and South Wheelock Cemetery. Services include mowing and trimming, and also the following:

a. Open cemeteries May 1 (remove any fallen tree branches, etc.).
Close cemeteries right after Veterans Day November 11.

b. Notify clerk of damaged flags that need replacement during season. (Volunteers to place & remove prior to opening & closing and during season.

c. Keep the Town Clerk informed at all times of issues that may come up and recommend any further actions (damaged or leaning stones, monument repairs, water repairs, trimming, cutting or removing trees and shrubs).

2. Requirements

Insurance
The Contractor's policies shall name the Town of Wheelock as an additional insured.
Experience providing cemetery maintenance for a municipality
Valid Driver's License
Excellent care and attention to prevent damage to gravestones
Communicate effectively with town employees/officials, and the public always

MAINTENANCE OF OUTLYING WHEELOCK CEMETERIES

3. Maintenance of two outlying Wheelock cemeteries: West Wheelock and Drown
The goal is to keep brush from growing back in, not to create a park-like environment.

Mow once between July 1 and July 15 (in anticipation of neighborhood volunteer workday in August)

SEXTON

1. The Sexton shall coordinate burials at the Town's Sulfur Springs Cemetery

a. Notify clerk of burial a minimum of one week prior. (Task Force goes in to make it all look good prior to the burial)
b. Work closely and compassionately with the persons/family seeking the burial.
c. Oversee the burial: Marking out grave location, digging and re-covering
d. Order/place the four corner stones of each new lot sold.
e. Direct all monies received (grave openings, sale of lots, etc.) and all related paperwork to the town clerk/treasurer within 5 days.

f. Date and sign all burial permits and bring them to the town clerk within five days of the burial.

g. Sexton shall be consistent with the current Wheelock Cemetery Policy.

2. Sexton Requirements

Insurance
The Contractor's policies shall name the Town of Wheelock as an additional insured.
Experience working with municipalities as sexton
Knowledge of best practices for burial and of cemetery laws and regulations in Vermont
Valid Driver's License
Excellent organizational and coordination skills
Excellent attention to detail and accuracy
Communicate effectively with town employees/officials, and the public at all times
Good judgement and the ability to prioritize
Tact and compassion in dealing with people in bereavement

TO APPLY

Bids must be received by Tuesday Jan. 15, 2027 at noon. Bids may be sent via email to wheelocktown@gmail.com or hand delivered in a sealed envelope to the town office address above. Please write "CEMETERY BID" on the outside of the envelope.

Please provide separate bid amounts for Cemetery Maintenance (Local and Remote) and for Sexton work. And note that for the remote cemeteries, please bid per mowing (of both cemeteries together). The Town may require two mowings, depending on town budget and the weather and growing season.

Please include a copy of current certificate of insurance: (1) Commercial General Liability insurance coverage with a policy limit of at least $1,000,000 per occurrence and $2,000,000 in aggregate; (2) Business Automobile Liability coverage with total liability limits of at least $1,000,000; and (3) Statutory Workers' Compensation insurance. If Contractor is not required by law to carry workers' compensation insurance, in place of proof of workers' compensation insurance Contractor may provide a fully executed Non-Employee Work Agreement specifying the particular provision of 21 V.S.A §601(14)(F) that exempts Contractor from having to carry such coverage.

The Job	Your Bid
Maintenance - Local Cemeteries	
Maintenance - Remote Cemeteries (Cost to mow both one time) Two mowings may be needed; weather dependent	
Sexton	