

# Request for Proposals

## Monument Maintenance Services for Town of Johnson Cemeteries

The Town of Johnson requests proposals from qualified Cemetery and Monument contractors to provide Monument Maintenance services for the Town of Johnson.

Contractors submitting a proposal will be expected to be able to:

- Right monuments that are broken, fallen, or tipped
- Right bases of monuments that have broken, deteriorated, or sunken.
- Clean monuments with a town approved product to ensure the safety of all stone materials.
- Maintain General Liability Insurance, Workers Compensation Insurance, and business equipment insurance, and furnish proof of such policies to the Town of Johnson;

The Town owns and maintains four cemeteries:

Whiting-Hill Cemetery, Corner of 100C and Main Street

Evergreen Ledge Cemetery, Route 15 opposite the Long Trail parking access.

Plot Cemetery, Cemetery Road

Grow Cemetery

Immediate Priorities are Maintenance and Cleaning at Grow Cemetery and Evergreen Ledge Cemetery. Plot Cemetery will need maintenance only at this time.

We are currently working with the Vt Old Cemetery Association to schedule a work day for Whiting-Hill Cemetery, so the other cemeteries will initially take precedence.

(Approximately half of the stones in Whiting -Hill cemetery have been repaired and all have been cleaned with two applications of a product called Wet and Forget). The stones in Plot cemetery have also been treated and are not currently in need of cleaning.

Any contract awarded will be for straightening, righting and re-setting, and repairs to broken stones. The majority of stones are marble and therefore any repairs to broken stones must use a polymer epoxy (no cement or cement based epoxies) suited to gravestone repairs.

Highest priority for repairs shall be given to: broken stones, stones already lying on the ground and stones most in danger of further damage or falling on the ground.

Repairs to stones shall be equal to or better than the three methods of repair and resetting approaches listed below. Deviations from these approaches shall be identified and described in the proposal.

1. Simple “slab stone” repair. Slab stones do not have bases and are freestanding stones set in the ground. Leaning or fallen stones shall have existing soil around the stone excavated and replaced with drainable pea-stone below the base elevation of the stone, a minimum of 6” on any side of the stone, and to app. 3” below finish grade. The final 3” filled and compacted with topsoil from the cemetery and seeded. Each stone will be set plumb.

**THE USE OF PEASTONE BELOW AND AROUND THE STONE IS A CRITICAL COMPONENT OF PROPER REPAIR. SLAB STONES SHALL NOT BE SET IN A CONCRETE BASE.**

2. Stones with a base. Some stones will be set in a slot in the base (1) and some are “keyed” or pinned into one or more bases (2). This requires different repairs. In both cases the stone and base shall be removed and set aside. A hole shall be over excavated to a minimum of 6” on any side of the base and 6” below the bottom surface of the base. Pea-stone shall be installed and compacted to a minimum depth of 6” below the bottom surface of the base and on each side of the base, with the final 3” of topsoil from the excavation and seeded.

Each base shall be set so that the stone can be set plumb.

- a. If the stone fits in a slot in the base and is broken, it may be epoxied and braced, if there is sufficient stone protruding from the base to make this possible. If not, the broken portion remaining in the base shall be removed, the stone cut square and re set with epoxy in the base.
  - b. If the stone is keyed or pinned to a base and the stone is “loose” on the base, it should be separated, and new non-ferrous pins installed and epoxied in place both in the stone and on the base. Epoxy may also be applied between the stone and the base as needed. If the stone and base are solid and secure but not plumb, it may be possible to excavate around and under the based and replace the soil with pea-stone so as to level and plumb the stone.
3. Broken stones. Basic practices as outlined above for slab stones or stones with bases shall be followed. Broken stones will be repaired using a special gravestone epoxy NEVER CEMENT. In some cases, braces may be needed, especially if the stone had previously been repaired and broken again. Any brackets, pins or through bolts used to support broken stones must be either stainless steel or aluminum. STEEL OR FERRIS MATERIALS SHALL NOT BE USED. Care shall be given in the placement of brackets and epoxy not to obscure important features of the stone.

4. Waste material from excavating around stones may be placed in low areas or depressions, but must be raked smooth, mulched and seeded, so as to establish new grass. Alternatively, waste material may be disposed in areas approved by the Town.
5. Any repairs to stones not fitting the above conditions and or deviating from the above methods, may be allowed at the sole discretion of the Town's representative.

Proposals may be based on a flat rate per stone as above minimum methods, hourly rate, or flat fee for the repair of all remaining stones in the cemetery. The Town has limited funds and any proposal will need to meet budget requirements and available funds. A proposal might require multiple years to meet budget requirements.

Proposals may include costs and details of methods of cleaning (including products used to clean). Cost proposals for cleaning shall be separately identified and may be based on cost per stone, an hourly rate, or by a flat rate for all stones in a cemetery. As noted, Whiting-Hill and Plot cemeteries are not in need of cleaning at this time.

The Town can provide pea-stone for the project.

The Town will assign a person to coordinate and over-see the work and will provide appropriate contact information.

Any contractor who submits a proposal must be willing and able to fulfill the assigned requirements of this request for proposal and shall follow all Town of Johnson standards for equal-opportunity employment and non-discrimination practices.

Please contact the Town Administrator, Thomas Galinat, at [tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com) or by calling 802-793-8480 with any questions regarding the Request for Proposal, please bring all questions regarding the work to be performed to the Site Visit on June 3rd, 2025 at 1:00pm starting at the Municipal Building and driving in order to: Evergreen Ledge, Grow, Whiting-Hill, and finishing at Plot.

## Proposal Submittal

If the submitting contractor has not already been employed by the Town of Johnson, the proposal must include a minimum of three professional references.

Please direct any questions regarding proposal submission to the Johnson Town Administrator, Thomas Galinat, at [tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com) or 802-793-8480.

Completed proposals must be received no later than June 13th, 2025 at 12pm and delivered by email or in person to:

Thomas Galinat  
293 Lower Main West  
Johnson, VT 05656, or  
[tojadministrator@townofjohnson.com](mailto:tojadministrator@townofjohnson.com)

Responses must be marked "Cemetery Monument Services"

NOTE: The Town reserves the right to reject any and all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration.

## Selection of Contractor

The Town of Johnson reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the Town, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the Town. In addition, the Town may request that Bidders provide a best and final offer. The Town may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

## Employment Opportunity

The Town may consider hiring and training the right individual for seasonal employment.

## Proposal Requirements and Examination of Work to be Performed

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work proposed.

### Site Visit

Contractors are encouraged to attend a site visit to understand the work proposed by the Town of Johnson. The site visit is not mandatory, however strongly encouraged.

The Town Administrator will be hosting a site visit on:  
June 3rd, 2025 at 1:00pm beginning at the Municipal Building  
Please bring your own vehicle and be prepared to travel to each site.

Alternate visits may be possible by scheduling with the Town Administrator, it is strongly encouraged to attend the scheduled visit above.