



# TOWN OF DUNBARTON, N.H.

## Cemetery Trustees

1011 School Street, Dunbarton, N. H. 03046

Telephone: 774-3541 Fax: 774-5541

October 4, 2009

To: All Interested Vendors,

Re: Cemetery maintenance for the years 2010 & 2011

From: Dunbarton Cemetery Trustees

Attached you will find the newest Request for Proposal (RFP) for ground maintenance at Dunbarton cemeteries, Center, Pages, and East. We invite you to place a bid for the upcoming 2-year contract; we are seeking bids now to be ready January 2010. Please read through the entire packet it should have all the pertinent information, but feel free to contact us with questions.

We would like to bring to your attention a few special dates and points of information that should be made aware. We will hold an informational walk around to answer any questions, and to explain what we are looking for the successful vendor to do, this will be on **Saturday, 10 October 2009 @ 9:00**, we will meet at the town offices next to the Center cemetery. Bids are due to the town offices **by 3:00 on 30 October 2009** if dropped off, or post marked no later than 30 October 2009. Lastly, we will open the bids during our monthly Cemetery Trustee meeting **on Tuesday, 3 November 2009 @ 7:30**, all are welcome to be present.

The following information is contained in the RFP, however, it does merit being repeated here: Bids must be clearly marked "sealed bid" and sealed, they must also indicate "Cemetery Maintenance". Regardless of the format utilized to receive this bid, vendors must return their completed signed hard copy offers to the Dunbarton Cemetery Trustees. Bidders must return all issued pages completed and signed where required. Please be sure to **complete** and **sign pages 1 and 7** (Dunbarton Cemetery Trustee's terms and conditions), and return with bid offer (**page 6**).

We look forward to receiving your bid; please feel free to contact us if there is anything we can do to help you with regard to the RFP. Thank you for your time and consideration.

Sincerely,

Richard Schaeffer, Chairman  
Dunbarton Cemetery Trustees