

**Town of Windsor  
Is Accepting Quotes for Mowing/Trimming  
Cemeteries & Wastewater Treatment Plant in Town of Windsor**

**Please Take Notice** that the Town Board of the Town of Windsor, New York, will accept sealed quotes for mowing/trimming the cemeteries and Wastewater Treatment Plant that are maintained by the Town of Windsor. Quote specifications can be found on the Town's website at [www.windsorny.org](http://www.windsorny.org) or at the Town Clerk's Office, 124 Main St., Windsor, NY 13865.

Quotes will be received by the Town Clerk, in the Town Hall, until 3:30 P.M. on March 13, 2024, quotes must be received in a sealed envelope marked "Quote for Mowing/Trimming". Quotes will be publicly opened during the Windsor Town Board Meeting to be held at 7:00 P.M. on March 13, 2024 at the Windsor Town Hall.

The Town Board reserves the right to accept or reject any or all quotes submitted if they feel it to be in the best interest of the taxpayers.

Elizabeth Pfister, Windsor Town Clerk

Date: 2/14/2024

**Quote Specifications for Mowing/Trimming/Blowoff for Town of Windsor, NY  
Cemeteries and Wastewater Treatment Plant**

**Contract Period**

Contract period will be May 1, 2026 through September 30, 2028

**Definition of Mowing/Trimming/Blowoff**

Mowing/Trimming/Blowoff is defined as mowing the cemeteries, trimming around headstones and plantings as well as blowing off grass trimmings. Mowing/Trimming/Blowoff is defined as mowing grounds of Wastewater Treatment Plant and trimming around buildings, tanks and fencing as well as blow grass trimmings off of structures.

**Cemeteries to Be Mowed**

Riley Farm Cemetery, 91 Dunbar Road

West Windsor Cemetery, 47 North Road

Doolittle Cemetery, 2047 NYS Route 79

Stowe Cemetery, 1638 NYS Route 79

Wake Cemetery, 623 NYS Route 79

East Windsor Cemetery, 503 Mountain Road

Ostrander Cemetery, 307 Ostrander Road

Edwards Family Cemetery, Near 1031 Old Route 17

Blatchley Cemetery, 16 Farr Road

**Wastewater Treatment Plant** 145 Fairview Drive

Interested contractors are encouraged to view site locations named above prior to placing their quotes.

**Contractor References**

Each interested Contractor shall provide at least 3 (three) references.

**Frequency of Services**

2 (two) mowings in each of these months: May, June, July, August, September. Quote should include the cost for also providing the service of placing and maintaining flags on Veterans' graves. Quotes should be itemized showing the cemeteries cost and the wastewater treatment plant cost.

**Equipment**

Contractor is required to provide and use own equipment, supplies and fuel to maintain mowing services.

**Employees**

If Contractor uses employees, Contractor will be required to furnish proof of Workers Compensation, Disability, and Paid Family Leave coverage. Additionally, Contractor is required to comply with all labor and safety laws regarding the hiring of employees.

**Invoicing and Payment**

Invoicing of 1/5 contract amount shall be due June 1<sup>st</sup>, July 1<sup>st</sup>, August 1<sup>st</sup>, September 1<sup>st</sup>, October 1<sup>st</sup> with payment made no later than 30 days thereafter. Invoice shall include itemized billing for cemeteries and wastewater treatment plant that were mowed along with the dates completed.

**Insurance**

Contractor will be required to provide proof of liability insurance with a minimum amount of \$1,000,000 coverage. The Town of Windsor must be named as an additional insured.

**Submission of Quotes**

All quotes shall be enclosed in sealed envelopes marked "Quote for Mowing/Trimming" and submitted to the Town Clerk, Town of Windsor, 124 Main Street, Windsor, NY 13865 no later than 3:30 P.M. on March 13, 2024 to be publicly opened and read aloud at the March 13, 2024 Town Board Meeting. Quotes received after this deadline will not be considered. The Town Board reserves the right to accept or reject any or all quotes submitted if they feel it to be in the best interest of the taxpayers.