

**Bid
Town of Casco
Mowing and Grounds Maintenance Services**

Contractor: C&J Property Maintenance
James Yeaton
10 Uptha Road
Casco, ME, 04015
207-576-5526
james.yeaton@yahoo.com

1. SERVICES

- A. *Weekly* mowing of the following Town properties: Casco Community Center, Casco Days Park, Central Fire Station, Town Office, Libby Park, Webbs Mills Park, and Casco Community Park.
- B. *Cemetery* mowing of the following cemeteries; 5 times per year; all will be mowed during the week before Memorial Day: Webbs Mills Cemetery, Green Grove Cemetery, Cook-Pinkham Cemetery, Leach Hill Cemetery, Dingley Cemetery, Mayberry Hill Cemetery, Tubbs Cemetery, and Lakeside Cemetery.
- C. *Mulching*; will occur once per year, with the edges defined and the beds left clean and uniform at the following properties: Casco Community Center, Casco Town Office, and the Casco Community Park.

2. QUALIFICATIONS/EXPERIENCE: mowing and grounds maintenance at the following businesses, which included, but not limited too mulching, mowing, trimming, and weeding.

Liberty Foundation, Gray from 2015-2018

Shaker Rd LLC, Gray from 2023-2025

North Spore, Portland from 2023-current

Dozens of Residential clients since 2015

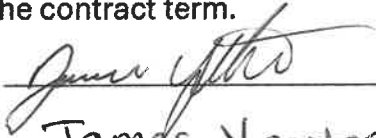
3. Contract will begin July 1st 2026 and end June 30th 2029.

4. All work will performed in a professional and timely manner consistent with industry standards. Our schedule will coordinate with the Town's designated representative.

Contract Year	Total Annual Cost	Monthly Payment Amount
Year 1 (July 1, 2026 – June 30, 2027)	\$ 34,800	\$ 2,900
Year 2 (July 1, 2027 – June 30, 2028)	\$ 35,950	\$ 2,996
Year 3 (July 1, 2028 – June 30, 2029)	\$ 37,100	\$ 3,092

C. Bid Certification

By signing below, the bidder certifies that they have read and fully understand this Invitation for Bids, agree to comply with all requirements herein, and that the prices submitted are firm for the contract term.

Authorized Signature: 

Printed Name and Title: James Yeaton - owner

Date: 3/3/26

Questions regarding this RFP shall be directed to Tony Ward, Town Manager at award@cascomaine.org or (207) 627-4515, ext. 1201. Any addenda or clarifications will be issued in writing and shall become part of this bid packet.

5. Contractor holds a \$1,000,000 (one million) general liability insurance policy. See COI attached.
6. Other services we can provide are; excavation, sealcoating, line painting, parking lot sweeping, concrete flatwork, septic installations, demolition, and snowplowing.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/03/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policyholders may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance - Lewiston 150 Mill Street Fourth Floor, Suite 4 Lewiston ME 04240-3101	CONTACT NAME: Laurie Labbe PHONE (A/C, No, Ext): (207) 783-8591 E-MAIL ADDRESS: laurie.labbe@crossagency.com	FAX (A/C, No): (207) 777-6223
	INSURER(S) AFFORDING COVERAGE	
INSURED James Yeaton 10 Uptha Rd 10 UPTHA RD Casco ME 04015	INSURER A: MMG Ins Co	NAIC # 15997
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** [REDACTED] **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		[REDACTED]	02/28/2026	02/28/2027	EACH OCCURRENCE \$ [REDACTED] DAMAGE TO RENTED PREMISES (Ea occurrence) \$ [REDACTED] MED EXP (Any one person) \$ [REDACTED] PERSONAL & ADV INJURY \$ [REDACTED] GENERAL AGGREGATE \$ [REDACTED] PRODUCTS - COMP/OP AGG \$ [REDACTED] Hired/non owned auto \$ [REDACTED]
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Town of Casco 635 Meadow Road Casco ME 04105	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Town of Casco

Request for Proposal (RFP)

Mowing and Grounds Maintenance Services (Three-Year Contract)

1. Introduction

The Town of Casco (the "Town") is issuing this formal Request for Proposals (RFP) to solicit sealed bids from qualified contractors to provide mowing and grounds maintenance services for designated municipal properties and cemeteries. This document constitutes a formal bid packet in accordance with municipal procurement practices. The Town of Casco (the "Town") is soliciting sealed proposals from qualified contractors to provide mowing and grounds maintenance services for designated municipal properties and cemeteries. The intent of this Request for Proposal (RFP) is to select a contractor capable of providing reliable, high-quality services over a three (3) year contract term.

2. Contract Term

The contract term shall be for three (3) years, beginning **July 1, 2026** and ending **June 30, 2029**, subject to approval by the Casco Selectboard. The contract is contingent upon annual appropriation of funds and satisfactory contractor performance. There shall be no automatic extensions beyond June 30, 2029, unless authorized by the Selectboard.

3. Scope of Services

The selected contractor shall furnish all labor, equipment, materials, and supervision necessary to perform the services outlined below.

A. Weekly Mowing – Town Properties

Weekly mowing services shall be provided during the growing season at the following Town-owned properties: Casco Community Center - Casco Day Park - Central Fire Station - Town Office - Libby Park - Webbs Mills Park - Casco Community Park

Weekly mowing shall include cutting of grass, trimming around buildings, fences, signs, trees, and other obstacles, and removal or dispersal of grass clippings as appropriate to maintain a neat and professional appearance.

B. Cemetery Mowing

The contract includes mowing services for the following cemeteries: Webbs Mills Cemetery - Green Grove Cemetery - Cook-Pinkham Cemetery - Leach Hill Cemetery - Dingley Cemetery - Mayberry Hill Cemetery - Tubbs Cemetery - Lakeside Cemetery

Each cemetery shall be mowed five (5) times per year. One of the required mowing cycles must be completed during the week immediately preceding Memorial Day. Cemetery mowing shall be conducted with care and respect, including trimming around headstones and monuments without causing damage.

C. Mulching Services

Mulching services are included for the following locations: Casco Community Center - Casco Town Office - Casco Community Park

Mulching shall include the supply and installation of mulch in designated landscaped areas, with edges defined and beds left in a clean and uniform condition. The Town anticipates mulching to occur annually unless otherwise directed.

4. Performance Standards

All work shall be performed in a professional and timely manner consistent with industry standards. The contractor shall coordinate schedules with the Town's designated representative and promptly address any performance concerns identified by the Town.

5. Contractor Qualifications

Proposers must demonstrate: Experience providing mowing and grounds maintenance services of similar scope and scale - Availability of appropriate equipment and trained personnel - Ability to meet the scheduling requirements outlined in this RFP - Proof of insurance as required by the Town

6. Insurance Requirements

The selected contractor shall be required to provide proof of insurance, including: General Liability Insurance - Workers' Compensation Insurance

Coverage limits shall be acceptable to the Town and provided prior to contract execution.

7. Bid Submission Requirements

Bids must be submitted in a sealed envelope clearly marked "**Bid – Mowing and Grounds Maintenance Services**". Bids shall include all required documentation listed below.

Proposals shall include, at a minimum: Company name, address, and contact information - Description of relevant experience - Proposed cost structure (annual pricing, including any optional services) - Confirmation of ability to meet the service schedule - Proof of insurance or statement of ability to obtain required coverage

8. Bid Evaluation, Public Opening, and Award

Sealed bids will be **publicly opened at 12:00 PM on March 5, 2026**, immediately following the bid submission deadline. Bid openings will occur at a location designated by the Town.

Bids will be evaluated based on responsiveness to this RFP, bidder qualifications, demonstrated ability to perform the work, and overall cost to the Town. The Town intends to award the contract to the lowest responsible and responsive bidder, as determined by the Selectboard.

Bids will be evaluated based on responsiveness to this RFP, bidder qualifications, demonstrated ability to perform the work, and overall cost to the Town. The Town intends to award the contract to the lowest responsible and responsive bidder, as determined by the Selectboard. Proposals will be evaluated based on the following criteria: Qualifications and experience - Understanding of the scope of work - Cost competitiveness - Past performance and references

The Town reserves the right to accept or reject any or all proposals, to waive informalities, and to award the contract in the best interest of the Town.

9. Bid Submission Deadline

Sealed bids must be received by the Town of Casco **no later than March 5, 2026 at 12:00 PM (noon)**. Bids received after this deadline will not be opened or considered. Proposals must be received by the Town of Casco by a date and time to be determined. Late submissions will not be considered.

10. General Conditions and Additional Information

- The Town reserves the right to reject any or all bids, to waive informalities or irregularities, and to accept the bid deemed to be in the best interest of the Town.
- The Town reserves the right to negotiate minor clarifications with the selected bidder.
- The successful bidder shall enter into a written contract with the Town prior to commencement of work.

11. Default

The contractor shall be considered in default if they fail to perform the services specified in this RFP in a timely, professional, and satisfactory manner, or otherwise fail to comply with the terms and conditions of the contract. Upon determination of default, the Town may provide written notice specifying the nature of the default. If the contractor fails to cure the default within a reasonable time as determined by the Town, the Town may take corrective action, including but not limited to withholding payment, procuring services from another provider, or terminating the contract.

12. Termination

The Town reserves the right to terminate the contract, in whole or in part, for cause or for convenience.

- **Termination for Cause:** The Town may terminate the contract for cause if the contractor fails to perform the work in accordance with contract requirements, becomes insolvent, or otherwise breaches the contract. Termination shall be effective upon written notice to the contractor.
- **Termination for Convenience:** The Town may terminate the contract for convenience upon written notice to the contractor. In such event, the contractor shall be compensated only for services satisfactorily performed up to the effective date of termination.

13. Payment Terms

Payment for yearly services shall be made on a **monthly basis**, contingent upon satisfactory performance and submission of an invoice acceptable to the Town. Monthly payments shall represent one-twelfth (1/12) of the annual contract amount unless otherwise approved by the Town. The Town reserves the right to withhold payment for incomplete or unsatisfactory work.

14. Bid Price Form

All bidders must complete and submit this Bid Price Form as part of their sealed bid. Prices shall include all labor, equipment, materials, fuel, insurance, overhead, and any other costs necessary to fully perform the services described in this Invitation for Bids.

Bidder Name: C+J Property Maintenance

Address: 10 Uptona Rd, Casco, ME

Contact Person: James Yeaton

Phone / Email: 207-576-5526

A. Annual Pricing

Service Category	Annual Price (Year 1)	Annual Price (Year 2)	Annual Price (Year 3)
Weekly Mowing - Town Properties	\$ 27,600	\$ 28,600	\$ 29,600
Cemetery Mowing (5 times per year)	\$ 4,200	\$ 4,350	\$ 4,500
Mulching Services	\$ 3,000	\$ 3,000	\$ 3,000
Annual Totals	\$ 34,800	\$ 35,950	\$ 37,100

B. Monthly Payment Amount

Monthly payments shall be calculated as one-twelfth (1/12) of the total annual cost for each contract year.