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| **RFP NUMBER AND TITLE:** | RFP #202506084 Headstone Installation and Realignment |
| **RFP ISSUED BY:** | Department of Defense, Veteran Emergency Management – Maine Bureau of Veteran’s Services |
| **SUBMITTED QUESTIONS DUE DATE:** | August 25, 2025 |
| **QUESTION & ANSWER SUMMARY ISSUED:** | August 26, 2025 |
| **PROPOSAL DUE DATE:** | September 3, 2025, no later than 11:59 p.m., local time (**as amended**) |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP:**   1. The Proposal Due Date is amended. | |
| **REVISED LANGUAGE IN RFP:**   1. All references to the Proposal Due Date of September 1, 2025, no later than 11:59 p.m., local time are amended to **September 3, 2025, no later than 11:59 p.m., local time**. | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | Upon completion of digging a hole for headstone installation, will the awarded bidder be granted permission to dispose of excess soil on the cemetery premises or will this need to be disposed of offsite? |
| **Answer** | |  |
| The awarded bidder will be able to dispose of excess material. Cemetery staff will inform the awarded bidder of the location to do so. | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | Will the awarded bidder be authorized to store equipment and/or materials (crushed stone/gravel) used for the completion of requested services on cemetery premises for the duration of the contract? If so, is there a designated location and can you describe the space provided? |
| **Answer** | |  |
| The awarded bidder will be able to store equipment and/or materials if the amount of equipment and materials are identified and approved by the Superintendent and/or the Deputy. Also, if approved, the awarded bidder must be available if equipment needs to be moved for cemetery operations. There are locations in our maintenance yards to include enclosed bays. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | Could you clarify the approximate number of headstone installations per year and the approximate number of re-installations/realignments per year the awarded bidder would be responsible for at the two Augusta locations: 163 Mt. Vernon Ave and 143 Blue Star Ave? |
| **Answer** | |
| Environmental conditions determine the number. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Part I, Page 5 | The RFP states “On average, a minimum of 1,200 headstones are installed annually across these sites. While the current cemetery groundskeeping staff contribute to these efforts, the volume of required installations consistently exceeds the Department’s internal capacity.” Approximately how many of the 1,200 headstones are installed by the cemetery groundskeeping staff? |
| **Answer** | |
| Cemetery staff availability is determined by the cemetery schedule. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | The RFP states “1. A hole is dug (8x12” x 14-18” x 22” deep…” Could you clarify these dimensions, specifically “8x12”? |
| **Answer** | |
| Should read 8”-12” wide x 14”-18” long x 22” deep | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | The RFP states “The awarded Bidder must agree to a schedule that ensures no headstone remains uninstalled for more than fifteen (15) days after arrival at the cemetery…” On average, how many stones are received at once? |
| **Answer** | |
| This number can range from 3 to 16 stones. It is difficult to give an exact number do to the fact we are not in control of how the orders are processed by the vendor and their shipping schedules. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Part I, Page 5 | The RFP utilizes the words “Realignment” and “Re-Installation.” Please define a realignment vs a re-installation and clarify if the requested bid is for a realignment or re-installation or both. |
| **Answer** | |
| Realignment is an installed stone that has been identified as out of RFP specifications. Re-Installation is a stone that has been identified as improperly installed per RFP specifications | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Part II, 1. i and ii, Page 7 | The RFP calls for crushed gravel and screened gravel to surface. Should the crushed gravel and/or screened gravel be visible upon completion or is it requested that sod be replaced at the surface level? |
| **Answer** | |
| Sod will be replaced. If this is not possible due to sod conditions, loam (topsoil) will be placed and area seeded. Loam and seed is provided by cemetery staff | |

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| **9** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | Where are the stones delivered to/stored and/or where does the awarded bidder pick up the stones? |
| **Answer** | |
| Stone ordering, receiving and storage is the responsibility of cemetery staff. Stones are stored on site. | |

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| **10** | **RFP Section & Page Number** | **Question** |
| Part II, Page 7 | The RFP states “The awarded Bidder must coordinate with Maine Veterans Cemetery System staff to learn site specific information prior to start of work.” How is site specific information given to the awarded bidder? Does the Cemetery Staff lay out or otherwise mark the location(s) for the new headstones? |
| **Answer** | |
| Staff will provide an awarded bidder with a weekly interment schedule to ensure no conflicts occur with cemetery operations. Also, the awarded bidder will be provided with a work order prior to the start of work to identify specific work required. | |