

CITY OF BROOKFIELD

RFP for Mowing & Grounds Maintenance Services – Rose Hill Cemetery

Issue Date: October 29, 2025

Proposal Due Date: November 14, 2025, no later than 4:30 p.m.

Contact: Tanya Sportsman, City Clerk, 116 W. Brooks, Brookfield, MO 64628

Email: tsportsman@brookfieldcity.com | Phone: 660-258-3377

Project Overview

The City of Brookfield seeks qualified contractors to provide mowing and grounds maintenance services at Rose Hill Cemetery. The goal is to maintain the cemetery in a clean, neat, and respectful condition throughout the mowing season.

Scope of Services

- Routine mowing of all turf areas
- Trimming around headstones, monuments, fences, and trees
- Blowing/removing clippings from monuments, sidewalks, and paved areas
- Edging along sidewalks, drives, and curbs
- Litter and debris removal (contractor responsible for off-site disposal)
- Weed control along fence lines, buildings, and non-turf areas
- Reporting damage, vandalism, or maintenance concerns

Frequency: Weekly April–October, with additional mowings before Memorial Day and for special events/funerals.

Budget

Annual budget not to exceed **\$40,000**. The City may adjust mowing frequency or scope to remain within budget.

Contract Term

- Initial Term: 2026 mowing season
- Renewal: Up to two (2) additional one-year terms upon mutual agreement

Proposal Requirements

- Company information (name, contact, years in business, equipment list)
- Experience with similar projects + 3 references
- Fee schedule (per mowing, hourly, or seasonal/monthly)
- Proof of insurance (general liability \$1M, workers' comp, City listed as additional insured)

Evaluation Criteria

- Experience and qualifications
- Pricing and cost-effectiveness
- Equipment and personnel availability
- References and past performance
- Responsiveness and completeness of proposal
- Ability to respond promptly to urgent requests

Submission Instructions

Deadline: November 14, 2025, by 4:30 p.m.

Submit to: City of Brookfield Attn: Tanya Sportsman, City Clerk 116 W. Brooks, Brookfield, MO 64628

Email submissions accepted: tsportsman@brookfieldcity.com

Late submissions will not be considered.