

## **CITY OF BROOKFIELD, MISSOURI**

### **REQUEST FOR PROPOSALS (RFP)**

#### **Grave Digging Services – Rosehill Cemetery**

Issue Date: October 30, 2025

Proposal Due Date: \_\_\_\_\_

Submit To:

Tanya Sportsman, City Clerk  
City of Brookfield  
116 W. Brooks Street  
Brookfield, MO 64628  
Email: cityclerk@brookfieldmo.com

#### **1. Introduction**

The City of Brookfield, Missouri, is requesting proposals from qualified contractors to provide grave digging services at Rosehill Cemetery, which is owned and operated by the City. Services will include the opening and closing of graves for standard burials and cremations, as well as related duties outlined in this RFP. The selected contractor will enter into a service agreement with the City of Brookfield for a term to be determined by the Board of Aldermen.

#### **2. Scope of Work**

The contractor shall provide all labor, equipment, tools, and materials necessary to perform the following services:

- Open and close graves for traditional casket burials and cremation burials as scheduled by the City.
- Ensure graves are dug to proper depth and dimensions in accordance with City and state regulations.
- Remove and replace sod neatly, with minimal disturbance to surrounding areas.
- Backfill graves and tamp soil to prevent future settling.
- Provide weather-appropriate measures to maintain site safety and integrity (e.g., covering graves during rain).
- Remove any excess dirt and debris following burial services.
- Communicate promptly with City staff to coordinate burial times and confirm grave locations.
- Optional: Provide services for disinterments and reinterments as requested.

### **3. Contractor Requirements**

- Proven experience providing cemetery grave digging services or similar excavation work.
- Ability to perform services in a timely, respectful, and professional manner.
- Proof of general liability insurance and workers' compensation coverage.
- Availability for service on short notice, including weekends and holidays, as needed.
- Possession of appropriate equipment in safe operating condition.

### **4. Proposal Submission Requirements**

All proposals must include:

- Company Information – Business name, address, contact person, phone number, and email.
- Experience and References – Summary of relevant experience and at least two professional references.
- Pricing Schedule – Detailed pricing for: standard grave opening/closing, cremation grave opening/closing, additional or after-hours services, and optional disinterment/reinterment services.
- Proof of Insurance – Copies of valid insurance certificates.
- Equipment List – Description of machinery and tools available to perform services.
- Availability – Description of how burial requests will be scheduled and response time.

### **5. Selection Criteria**

- Experience and qualifications
- Responsiveness and availability
- Cost of services
- References and performance history
- Completeness of proposal

The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the City.

### **6. Contract Term**

The initial contract term will be one (1) year with the option to renew annually upon mutual agreement between the contractor and the City of Brookfield.

### **7. Questions and Clarifications**

All inquiries regarding this RFP must be directed to:

Tanya Sportsman, City Clerk  
City of Brookfield  
116 W. Brooks Street  
Brookfield, MO 64628

Email: cityclerk@brookfieldmo.com

Phone: \_\_\_\_\_

### **8. Proposal Deadline**

Proposals must be received by \_\_\_\_\_. Late submissions will not be considered. Proposals may be submitted by mail, email, or in person.

Issued by:

Tanya Sportsman, City Clerk

City of Brookfield, Missouri