



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: August 3, 2023

RE: Resolution Number 23-57 - Gravesite Openings and Closings Contractor

Introduction:

Resolution Number 23-57 authorizes a contract for the services of an independent gravesite preparation company for the opening and closing of burial sites.

Background:

The City advertised RFQ #005-23 on May 26th, 2023, asking for Statements of Interest in bidding on a contract for the opening and closing of the graves at Greenwood Cemetery. The proposed project includes services related to grave openings including coordination with the City and funeral home, for sod removal, excavation of the gravesite, placement of the vault, and the restoration of gravesite with sod. The Company will also erect a tent over the casket and set up chairs. The area of service is the Greenwood Cemetery located 220 Haselton St, Eustis, FL.

One response was received from Atlas Concrete Products from Orlando, Florida. They are a family owned and operated company that has been in service since 1949, serving the Central Florida area. They manufacture their own vaults at their shop's location at 6452 East Colonial Drive, Orlando.

Atlas Concrete Products has all the equipment necessary to be able to provide the services needed:

- Backhoe for digging the graves
- Cribbing
- Vault Carries
- Set-up Equipment: Tent, Chairs, Lowering Device, Grass Replacement

On November 3rd, 2022, Commission approved Ordinance Number 22-22 which provided a rate increase for cemetery lot prices and related services. The increased prices allow the City to seek a third-party contractor to assist with the required opening and closing operations.

Recommended Action:

Staff recommends accepting the services of Atlas Concrete Products.

Policy Implications:

N/A

Budget/Staff Impact:

The Finance Department will establish a revenue account for the fees that will be generated by individual customers. The expenses for services rendered will be issued from Public Works "Other Contractual Services" account #001-4920-517-3034. The revenue is collected in account 001-0000-343-80-10.

Prepared By:

Sally Mayer, Administrative Assistant

Reviewed By:

Rick Gierok, P.E., Director of Public Works