



City of Eustis

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

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 23, 2025

RE: Resolution Number 25-80: Approving an Expenditure in Excess of \$100,000.00 for Construction Phase I of the Greenwood Cemetery Improvements and the Veterans Memorial

Introduction:

Resolution Number 25-80 approves an expenditure in excess of \$100,000 for the construction of the Greenwood Cemetery Improvements for the City of Eustis and authorizes the City Manager to execute all related agreements.

Background:

Engineering has been exploring the possibility of developing a new cremation garden and estate plots in the Greenwood Cemetery. The current layout of the cemetery doesn't allow for estate plots for families. Our current cremation garden has plots that are two feet by two feet. These plots were not designed to include space for walking. Also, the cemetery's columbarium niches are all sold. Staff have noted a trend that more families are opting for cremation over traditional burials.

Engineering contracted with Kimley-Horn to develop a concept design for a new cremation garden with a tranquil path and estate plots in the F section of the cemetery. Their design also includes several new columbarium niches. Citizens will be able to purchase a columbarium niche, a family estate plot, or a cremation plot along the tranquil garden pathway. The Engineering Department has also designed a new Veterans Memorial on the west side of the Cemetery. The bid package was aligned as the Base Bid was for the Phase 1 Improvements. There were 3 bid alternates to include a Phase 2 and Phase 3 of the Kimley Horn package as well as the addition of a Veteran's Memorial.

Four bids were received by licensed contractors during the October 1, 2025 bid opening for the Greenwood Cemetery project. The desired combination of the Base Bid (Phase 1 Tranquil Gardens/Estate Plots) and the Alternate 3 Veteran's Memorial fell within our project budget. This selected combination will allow for the majority of the project construction with a separate phase 2/phase 3 future construction as the need is warranted. The total combined bids for the Base Bid plus Alternate 3 option from the four contractors ranged from a low of \$649,382.04 to a high of \$1,199,916.75. City staff is confident that they received competitive pricing and reasonable bids. JCR Construction and Services submitted the lowest total base bid of \$649,382.04. In reviewing JCR Construction and Services' bid package, no deficiencies were noted. The City's Purchasing Policies require that City Commission approve any expenditure that exceeds \$100,000.

Recommended Action:

Staff recommend approval of Resolution Number 25-80.

Policy Implications:

N/A

Budget/Staff Impact:

The approved Fiscal Year 2025-2026 budget has allocated funds of \$569,800.00 for the Construction of Phase 1 of the Greenwood Cemetery Improvements and \$80,000 in Facility Improvements dedicated to the Veterans Memorial Project as shown below:

010-8600-517-60-15	Cemetery Improvements	\$569,800.00
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010-8600-517-61-01	Facility Improvements	\$80,000.00
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No budget transfers nor amendments are required to cover the associated costs of this project.

Business Impact Estimate:

N/A

Prepared By:

Michelle C. Saxman, Assistant Project Manager

Reviewed By:

Chris Helme, Administrative Supervisor, Public Utilities

Rick Gierok, Director, Engineering and Capital Improvement Projects

Greg Dobbins, Director, Public Works

Attachments:

Resolution Number 25-80

Available Upon Request:

Greenwood Cemetery Site Improvements Engineering

Veterans Memorial at Greenwood Cemetery Engineering

JCR Bid Proposal

Bid Tabs