

Blaine County-Request for Proposals for Cemetery Burial Services

REQUEST FOR PROPOSALS (RFP) Cemetery Burial Services for Blaine County Cemeteries

RFP Title: Blaine County Cemetery Services

**RFP Response Due Date and Time:
4:30 P.M., / July 18, 2025**

**Issue Date:
July 9, 2025**

**Blaine County Commissioners
PO Box 278, Chinook, MT 59523**

**ATTN: Blaine County Commissioners
blainecountycommissioners@blainecounty-mt.gov**

INSTRUCTIONS TO CONTRACTORS

**Return Sealed Statements to:
Blaine County Commissioners
PO Box 278
Chinook, MT 59523**

Mark Face of Envelope/Package with:

***RFP Response-
Cemetery Burial Services***

Special Instructions:

CONTRACTOR MUST COMPLETE THE FOLLOWING

Name/Address:

(Name/Title)

(Signature)

Print name and title and sign in ink. By submitting a response to this RFP, the offeror acknowledges it understands and will comply with the RFP specifications and requirements.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

CONTRACTOR MUST RETURN THIS COVER SHEET WITH RFP RESPONSES

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The Blaine County Board of Commissioners is requesting proposals from a qualified contractor to provide opening and closing of burial sites duties for cemetery burial services.

The contractor selected to provide these services will be required to enter into a one (1) year contract.

RFP Submittal Terms:

The Point of Contact for this Request for Proposal is:

Blaine County Commissioners

PO Box 278, Chinook, MT 59523

(406) 357-3240

blainecountycommissioners@blainecounty-mt.gov

- **RFP Statements may be submitted to the County Commissioner's Office by mail at P.O. Box 278, Chinook, MT 59523, no later than 10:00 a.m. on July 18, 2025, by hand-delivery at the Blaine County Courthouse, or by email to blainecountycommissioners@blainecounty-mt.gov**
- Please label outside of response package envelope and subject line as: ***RFP Response-Cemetery Burial Services.***
- Proposals are scheduled for opening by the Board of Commissioners at **10:30 a.m., July 24, 2025**, at the Blaine County Courthouse at 420 Ohio St., Chinook, MT 59523.
- The Notice of Award is intended for **August 1, 2025**.

BACKGROUND INFORMATION

Blaine County owns and maintains six cemeteries.

1. Alice Nash Cemetery- located 60 miles south of Chinook
2. Kuper Memorial Cemetery- located in Chinook
3. Harlem Cemetery
4. Turner Cemetery
5. Silverbow Cemetery – Outside of Hogeland
6. Wing Cemetery – Between Turner & Hogeland

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BIDDING SPECIFICS AND SCOPE OF WORK

This RFP is being issued to identify contractors capable of performing the opening and closing of gravesites, at each individual cemetery location. Blaine County desires to partner with one or more contractors to perform this service. The selected contractor(s) will be provided forty-eight (48) hours' notice in advance of a burial. Please note there may exist certain emergency situations that arise, requiring a shorter timeframe of providing notice.

The following represents the minimum requirements to be provided by the contractor(s):

- Perform quality work at or above industry standards.
- Provide their own equipment.
- Work cooperatively with Blaine County Cemetery Board to complete the services. A representative of Blaine County Cemetery Board will identify where the grave will be dug, and will be present to assure proper placement and depth.
- Contractor will be responsible for the actual digging of the grave, adhering to the agree-upon dimensions.
- Ensure cemetery grounds are not damaged during opening and closing.
- All ruts must be repaired before leaving the grave site.
- Any equipment leaking any type of fluids is not allowed on cemetery property.
- All soil shall be removed from the work area prior to interment and hauled back in for closing.

CONTENT OF PROPOSALS

Interested contractors are invited to submit a proposal to perform the identified work for any individual cemetery, a combination of cemeteries, or all cemeteries. Contractor shall submit a detailed, itemized fee schedule (see table below).

Cemetery	Weekday	Weekend
Alice Nash Cemetery		
Kuper Memorial Cemetery		
Harlem Cemetery		
Silverbow Cemetery		
Wing Cemetery		
Turner Cemetery		

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CONTRACTOR SELECTION PROCESS

Upon receipt of responses, Blaine County will evaluate all proposals. This solicitation is being offered under federal and state statutes governing the procurement of professional services. Accordingly, Blaine County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any responses deemed unqualified, unsatisfactory, or inappropriate.

Contractors who are interested in contracting with Blaine County are minimally required to provide independent contractors' insurance showing at least \$1,000,000 worth of business liability insurance, \$500,000 worth of auto coverage, and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee, or agent of Blaine County be in any way personally liable or responsible for any covenant or agreement herein contained, whether expressed or implied, not for any statement, representation, or warranty made therein or in any connection with the agreement.

While Blaine County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon the determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all statements received in response to this RFP;
- Waive any informalities or irregularities in the statements;
- Determine at any time whether a statement is unresponsive in any manner;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

Blaine County is an Equal Opportunity Employer.