

City of Lovington



REQUEST FOR PROPOSALS (RFP)

Cemetery Interment Services

Due Date & Time

October 6th, 2025

3:00 p.m. (MST)

SUBMIT BID PROPOSALS TO:

Leslie Boldt,
Chief Procurement Officer
City of Lovington
214 S. Love St.
Lovington, NM 88260
LBoldt@lovington.org

REQUEST FOR PROPOSALS (RFP)

RFP #2025-013 Cemetery Interment Services City of Lovington, New Mexico

Issue Date: September 18th, 2025
Proposal Due Date: October 6th, 2025 3:00 pm MST

1. INTRODUCTION

The City of Lovington is formally requesting proposals from qualified contractors to provide cemetery interment services at Lovington Cemetery and Resthaven Cemetery. The existing contract is set to expire in October 2025. The City is seeking a new three-year agreement, with the option to renew annually for up to two additional years. Contractors interested in submitting proposals should ensure compliance with all specified requirements and deadlines as outlined by the City.

Procurement Contact:

Leslie Boldt, Chief Procurement Officer
City of Lovington
214 S. Love St., Lovington, NM 88260
Email: lboldt@lovington.org | Phone: (575) 396-9302

2. CONDITIONS GOVERNING PROCUREMENT

The procurement will follow this sequence of events:

- Issue RFP
- Deadline for Written Questions (September 25th, 2025)
- Posting of written questions to website (September 29th, 2025)
- Proposal Submission Deadline
- Evaluation of Proposals
- City Commission Approval
- Contract Award & Start

Proposals must be received by the due date and time. Late proposals will not be accepted. All proposals must be sealed and clearly marked on the outside of the

envelope or submitted on a USB drive. Faxed or emailed proposals will not be accepted.

3. GENERAL REQUIREMENTS

- Must have a valid New Mexico Contractor's License (minimum: Excavation).
- Must provide proof of insurance: General Liability (\$1,000,000) naming City as additional insured, and Workers' Compensation as required by law.
- Must submit required forms: W-9, Non-Collusion Affidavit, Debarment Certification, Campaign Contribution Disclosure, City Business Registration.
- City reserves the right to reject any or all proposals.

4. SCOPE OF WORK

Contractor shall provide all labor, equipment, and materials necessary to perform cemetery interment services, including:

- Opening and closing of graves (adult, infant, cremation, indigent).
- Exhumations and re-interments as required.
- Removal of spoil and restoring the area to tidy condition.
- Repair or replacement of any damage caused during services.
- Availability 365 days per year with immediate response.
- Employ trained staff and maintain proper equipment.
- Maintain service logs and provide to the City upon request.

5. PROPOSAL FORMAT

Proposals must include the following sections (not included, please add):

- Cover Letter
- Contractor Qualifications & Experience
- Staffing and Equipment Capacity
- Pricing Schedule (see Appendix A)
- References
- Proof of Insurance and Licensing
- Completed Forms (Appendices B–F)

6. EVALUATION CRITERIA

Proposals will be evaluated on the following weighted criteria (100 points total):

- Price – 40 points
- Qualifications & Experience – 20 points
- Staffing & Equipment Capacity – 15 points

- Responsiveness & Availability – 15 points
- References & Past Performance – 10 points

7. TERM & CONTRACT

The contract will be for three (3) years with the option to renew annually for up to two additional years. Annual price adjustments may be requested based on the Consumer Price Index (CPI) or fuel/labor cost indices, capped at 3% per year. This is not a guarantee of price adjustments. The City reserves the right to terminate the agreement for cause with 30 days' written notice and opportunity to cure.

APPENDICES

Appendix A – Bid Price Sheet

Appendix B – Non-Collusion Affidavit

Appendix C – Debarment Certification

Appendix D – Campaign Contribution Disclosure Form

Appendix E – W-9 Form

Appendix F – City Business Registration

Appendix A – Bid Price Sheet

Contractor shall complete the following price schedule for interment services.

Service	Price (USD)
Adult Interment (including vault)	
Infant Interment (including vault)	
Cremation Interment	
Indigent Interment (including vault)	
Exhumation/Re-Interment (per occurrence)	_____

Appendix B – Non-Collusion Affidavit

I, _____, as the authorized representative of
_____ (Contractor), certify that this proposal is
made without prior understanding, agreement, or connection with any
corporation, firm, or person submitting a proposal for the same services, and is in
all respects fair and without collusion or fraud.

Signature: _____ Date: _____

Printed Name & Title: _____

Appendix C – Debarment Certification

The Contractor certifies that it is not debarred, suspended, or otherwise declared ineligible to contract with any federal, state, or local government agency.

Authorized Representative: _____

Signature: _____ Date: _____

Printed Name & Title: _____

Appendix D – Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1, Contractors shall disclose all campaign contributions made to any City of Lovington elected official during the two years prior to the submission of this proposal.

☐ None

☐ Contributions listed below attach more as neccessary:

Name of Contributor	Amount	Date	Recipient

Signature: _____ Date: _____

Printed Name & Title: _____

Appendix E – W-9 Form

Contractor shall attach a completed IRS Form W-9 to this Appendix. A blank W-9 form can be obtained from the IRS website:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Appendix F – City of Lovington Business Registration

Contractor must submit proof of valid City of Lovington Business Registration.

Registration Number: _____

Signature: _____ Date: _____

Printed Name & Title: _____