

Sealed bids will be received by the Purchasing Department, 10 North Grove St., 3rd Floor, Eustis, Florida up to 3:00 pm, October 1, 2025 for:

**CITY BID 008-25
Greenwood Cemetery Improvements**

Bid forms and specifications may be obtained by calling the City's Purchasing Department at 352.483.5475 or by e-mailing jeanest@eustis.org. You will be required to provide the name of your company, phone number, email address and contact name.

A non-mandatory pre-bid meeting will be held in the Eustis Commission Chambers, located at 10 N Grove Street, Eustis, FL September 10, 2025 & 10:00 AM. Attendance and participation are encouraged. A site visit to the project location will be conducted immediately following the pre-bid meeting.

Questions on the project shall be submitted to the City's Purchasing Department at 352.483.5475 or by e-mailing jeanest@eustis.org attention Tracy Jeanes, Purchasing Director. **The deadline for questions shall be September 19, 2025; 5:00 pm.**

Bids will be publicly opened in the Eustis Commission Chambers, City Hall, 10 North Grove Street, shortly after October 1, 2025; 3:00 pm. Any bids received after the specified date and time of bid opening will not be considered regardless of whether any bid has actually been opened prior to submittal of a late bid.

One (1) original bid, two (2) copies of the bid, and one (1) thumb drive containing the bid shall be submitted with the bid response. The bid shall consist of completed Bid Proposal Form and the attachments specified therein.

The City reserves the right to accept any bid which in its opinion best serves the interest of the City and/or to reject any and all bids or any portion thereof, to make award by individual items, groups of items or a combination thereof and to waive technicalities or informalities in bids received.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the office of the City Clerk at (352) 483-5440, at least 48 hours before the date of the scheduled meeting.

If a person decides to appeal any decision made by any board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is based. (Florida Statutes, 286.0105).

By: Tracy M. Jeanes, CPPB
Purchasing Director