

# Request for Bids



Project Name: Burial Vault Cart  
Issue Date: February 9, 2026  
Bid Due Date: February 25, 10:00AM EST

---

## PROJECT OVERVIEW

The City of Buchanan is soliciting proposals for a burial vault cart for use in Oak Ridge Cemetery. The self-propelled vault handler should be gas powered and easily used by one person over grassy terrain.

## PRODUCT SPECIFICATIONS

- Rated for 6,000 pounds
- Gas powered
- 8ft bed area

## INSTRUCTIONS TO BIDDERS

Responders provide:

- Product specifications for available burial vault carts
- Pricing information for standard and optional features
- Any accompanying standard or optional specifications and associated pricing
- The bid will be returned by February 25, 2026 10:00AM EST, in a sealed envelope marked ATTN: Burial Vault Cart

## STANDARD TERMS AND CONDITIONS

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

### **Right to Reject or Accept Proposals**

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

### **No Obligation to Award**

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

### **Proposal Costs**

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

### **Right to Negotiate**

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

### **Proposal Validity**

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

### **Addenda and Modifications**

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

### **Disclosure and Public Record**

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

### **Award and Contract Execution**

The successful proposer shall be required to enter into a written agreement with the City in a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

### Compliance with Laws

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

### Reservation of Rights

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

### SCHEDULE

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before **February 25, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: **ATTN: BID – Burial Vault Cart**

---

Please submit your sealed bid by **February 25, 2026 10:00AM EST** to:

Kalla Langston-Weiss, City Clerk  
302 North Red Bud Trail  
Buchanan, MI 49107

For any questions regarding the project, please contact:

Emma Lysy, Administrative Assistant  
[elysy@cityofbuchanan.com](mailto:elysy@cityofbuchanan.com)  
269-695-3844 ext. 10

PROPOSAL FORM

Please complete the proposal form below.

Item No.	Description	Price
1	Burial Vault Cart	
2	Additional Features (Optional – attach information)	

Additional information (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address City/State/ZipBidder’s Telephone Number

\_\_\_\_\_  
Bidder’s SignaturePrint Bidder’s Name

## REFERENCES

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan. Failure to list references may result in your company being disqualified.

**CLIENT**\_\_\_\_\_

ADDRESS\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_

EMAIL\_\_\_\_\_

**CLIENT**\_\_\_\_\_

ADDRESS\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_

EMAIL\_\_\_\_\_

**CLIENT**\_\_\_\_\_

ADDRESS\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_

EMAIL\_\_\_\_\_

## NOTE

Previous experience and performance may be a factor in making the award.