

**ADVERTISEMENT  
FOR THE USE AND BENEFIT OF  
NESHOPA COUNTY, MISSISSIPPI**

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive competitive sealed bids and proposals in the Office of the Chancery Clerk, for the Board of Supervisors of Neshoba County, Mississippi, at the Neshoba County Courthouse, 401 E Beacon Street, Suite 107, Philadelphia, Mississippi 39350 or electronic bids and proposals submitted at [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids) until 10:00 AM on the 4<sup>th</sup> day of March 2024 for the purposes of acquiring the following services and contracts: Lawn Care Maintenance Services for Neshoba County Facilities.

Detailed specifications for the above described services and bid submittal forms may be obtained from the Neshoba County Board of Supervisors office at the Neshoba County Courthouse, 401 E Beacon Street, Suite 201, Philadelphia, Mississippi 39350, by calling 601-656-6281 or on Neshoba County's website at [www.neshobacounty.net](http://www.neshobacounty.net). Neshoba County, Mississippi will determine if compliance with the specifications exist before accepting any bid.

**INSTRUCTIONS TO BIDDERS:**

All responses to the solicitation for said services shall be returned, with detailed proposals included therewith, including the fixed price amount to be bid, via sealed envelope clearly marked with "Proposal for Lawn Care Services" to the address provided above or in a single PDF document format, and submitted electronically, at [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids) under the correct bid solicitation, by 10:00 AM, local time, on Monday, March 4, 2024.

It shall be incumbent upon each bidder to understand the specifications as listed herein and to obtain clarification when necessary. It is not the intent of these specifications to limit the bidding to any particular provider of services, but rather to select such services to provide for specific needs and specific tasks. Any reference to name-brand materials or equipment is intended to establish the minimum necessary standards only and bids submitted on materials, equipment and services equal thereto, at the sole discretion and determination of Neshoba County, shall be considered.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 20<sup>th</sup> day of February 2024.

/s/ GIDGET STOVALL TATE  
GIDGET STOVALL TATE, CLERK  
BOARD OF SUPERVISORS  
NESHOPA COUNTY, MISSISSIPPI

Publication dates: February 21<sup>st</sup> and 28<sup>th</sup>, 2024

Request for Proposals (RFP)

Lawn Care Maintenance Service for  
Neshoba County Facilities

Neshoba County Board of Supervisors  
Neshoba County, Mississippi

February 20, 2024

Proposals Due  
March 4, 2024 at 10:00 AM local time

## BACKGROUND INFORMATION

Neshoba County, Mississippi, acting by and through the Neshoba County Board of Supervisors, is seeking proposals from qualified vendors to provide lawn care maintenance services for Neshoba County facilities on a one-year contract basis.

The following facilities are included in this solicitation: Neshoba County Courthouse; Neshoba County Coliseum; Neshoba County Department of Human Services; Neshoba County Emergency Operations Center; Neshoba County Health Department; Neshoba County Jail, Neshoba County Public Library; and, Neshoba County Old Jail.

## RFP OVERVIEW

Neshoba County is requesting proposals for a "full service" vendor to provide the services outlined herein. Full service, in this context, means that a single source service-oriented vendor who will provide for all lawn care maintenance needs for the aforementioned facilities on a biweekly basis, unless otherwise requested. The services will include mowing, weed eating, edging all grass to concrete or asphalt surfaces (where applicable) and blowing off all vegetative debris from concrete or asphalt surfaces (where applicable). The services will also include chemical treatment to all grasses in undesirable locations as long as application of same does not cause erosion and/or unsightly conditions.

Proposing vendors shall furnish a complete proposal in response to this solicitation including a completed and executed Neshoba County Bid Form as provided herein. Neshoba County, nor its representatives, will be liable for any expenses incurred in connection with preparation of a response to this invitation. Respondents should prepare their responses simply and economically, providing straightforward and concise responses to this solicitation.

By submission of a proposal in response to this solicitation the vendor shall certify that the chemicals/products utilized for lawn care services will not endanger the health or safety of the persons handling the materials, the public or damage real or personal property when used in accordance with established written procedures and recommendations provided by the vendor of said product.

Before submitting a proposal, the offering vendor shall make a careful examination of the Neshoba County Facilities specified herein. The offering vendor shall determine in advance the method of performing said lawn care services for each site and shall be thoroughly familiar with and assess all conditions of each site.

This overview provides the general description for the lawn care services for the Neshoba County facilities being solicited. It is the responsibility of the proposing vendor to ensure that all factors have been considered before providing a response and bid for this solicitation. Upon award of a bid, if any, no pleas of ignorance, misunderstanding or changing the scope of work will be tolerated in response to this solicitation.

Respondents shall assume full responsibility for timely delivery of their proposals which shall be made in accordance with the INSTRUCTIONS TO BIDDERS aforementioned as advertised. Proposals received after established and advertised closing time and date for receipt of proposals will not be considered.

The Neshoba County Board of Supervisors reserves the right to award or not award a bid in response to this solicitation and to reject any and/or all bids and waive any/or all informalities in response to this solicitation.

The successful bidder for this project will be selected as soon as possible by the County upon receipt and analysis of the proposals presented. Upon notification of award, if any, the successful bidder will immediately enter into a contract with Neshoba County to provide said services.

### SCOPE OF SERVICES

In general, the objective of this solicitation is to acquire lawn care maintenance services that are safe, reliable and efficient. The proposal is multifaceted in that each facility has its own requirements and needs that must be considered. Cost is of great importance, however the lowest and best proposal received will be awarded the contract, if any. The following are included, but not limited to, the scope of services for this project:

- Contractor Minimum Requirements
  - All awarded vendors must comply with:
    - All rules and regulations for this type of contract.
    - State and Federal Laws in regard to the use of herbicides.
    - Proof of General Liability Insurance with a minimum of \$1,000,000 coverage . Neshoba County must be named as certificate holder and said certificate shall be received within 10 days of award of project and in advance of beginning said services.
    - Providing a current IRS Form W-9 to Neshoba County.
- Evaluation Criteria

- A variety of criteria will be considered in evaluating the proposals. This evaluation will be made based upon the information provided within the Proposal and additionally the consideration may include, but not be limited to: specific presentations or negotiations, news articles, press releases, client references, industry references, vendors, related sources including social media, and any other sources. The determination as to the finalist(s) will be made based upon using unspecified, weighted criteria for each of the following key areas:
  - Annual Cost (estimated based on anticipated growing season costs)
  - Performance history and reputation (Respondent's references, history with like-sized areas to maintain and service and ability to take on additional workload of Neshoba County)
  - Customer service and maintenance methodology (Respondent's management structure that will service Neshoba County facilities, methods for ensuring high quality customer service and the plan to maintain responsiveness and communications with Neshoba County staff)
- County Authorities, Restrictions and Clauses
  - The County reserves the right to reject any and all proposals.
  - The County reserves the right to award to more than one Respondent if in the best interest of the County.
  - Proposals cannot be withdrawn for a period of 30 days. The County will make the selection(s) (if any) within the 30 day period from the date due.
- Performance Expectations and County Rights
  - A single point of contact for the proposing vendor shall be provided to the County. The single point of contact must be the proposing vendors Director of Business Operations, Owner or their designee who is authorized and empowered to make decisions for the vendor.
  - Vendors awarded a contract are expected to resolve any complaints within a forty-eight hour period unless otherwise communicated.
  - If a selected vendor is voluntarily or involuntarily separated from the County, the services by the separated vendor will be awarded to one or more of the other awarded vendors for the County (if any).
  - The provided lawn care services may not be performed at a time that interferes with County functions: i.e. Court and the Courthouse; Events at the Coliseum; etc.
  - Herbicidal use is restricted to those areas in which it would be commonly applied by the County and not as a convenience for the contractor in lieu

of mower or weed eating. Herbicidal use must not cause erosion or unsightly conditions.

- Ditches and retention areas are to be maintained, to include removing excessive grass clippings that may negatively impact proper drainage from the facility or property, at the time of each service.
- Line trimmers are to be used for weed eating operations and any discarded portion of line is to be removed from the lawn and disposed of properly.
- Sidewalks and approaches are to be cleared of grass clippings and litter is to be removed from the grounds at each time of service and disposed of properly. ***Litter is to be removed in advance of cutting. Litter not removed in advance of cutting will be grounds for termination of the contract.***
- Line trim and herbicide application may be made as needed, in consideration of the previous direction regarding herbicide, for those fence enclosed areas where HVAC or other utility equipment may be located at each facility – the Coliseum in particular.
- HVAC, lighting and other equipment at all facilities may not be moved, altered, or damaged by mowing operations. When in doubt weed eating should be employed around said equipment.
- At least four (4) passes should be made (if applicable) blowing grass clippings away from the building before blowing toward the building. At least keep the minimum distance necessary to keep grass clippings from piling up near the building.
- The mowing schedule will be bi-weekly with the same general cutting time (day of week), weather permitting of course, to ensure a normal and consistent growing and cutting time. Large deviations of non-consistent cutting time will not be tolerated.
- The initial contract will be for a one year period – one growing season.
- The County reserves to the right to terminate the contract for failure to comply with any of the aforementioned expectations.
- All parking lots, curbs and islands at the various facilities remain the responsibility of the contractor.
- Services will not be permitted during special public events at the County facilities – including the Neshoba County Coliseum.
- Please describe in your proposal your plan for regular monthly review with County staff.
- Please provide a projected timeline (calendar) assuming a contract award beginning on March 4, 2024. This would include, at a minimum, implementation time and the basic two week schedule for the growing season.

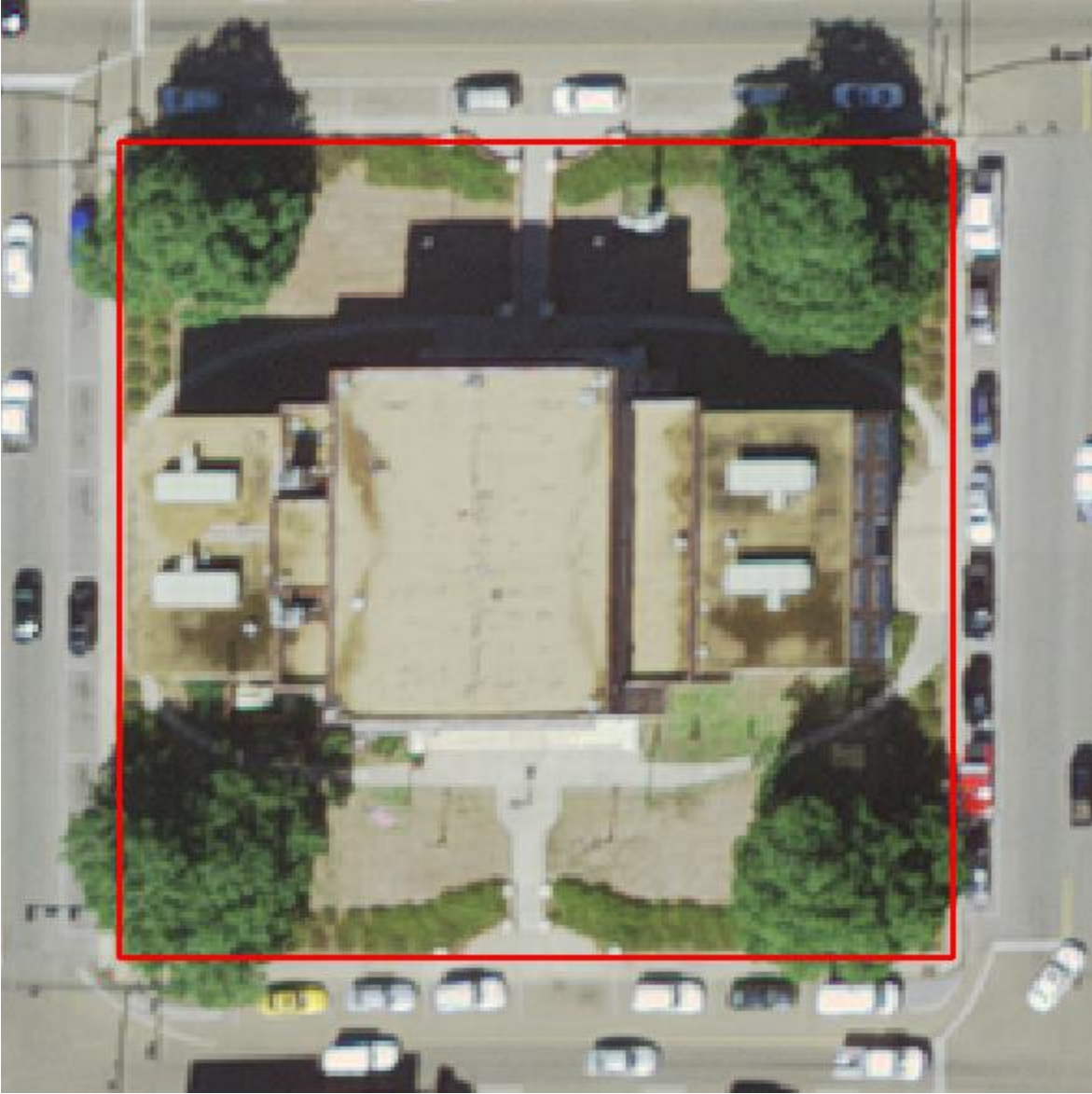
- Subcontracting
  - The awarded vendor (if any) shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in this scope of work without the prior written consent of the County.

General Specifications

- Neshoba County Courthouse
  - The lawn care maintenance at the Neshoba County Courthouse shall include grass cutting, weed eating and weed removal inside the brick wall meeting the sidewalk around the square.
  - While maintenance to the Azaleas is not included in this RFP, **removing all other growth within the Azaleas is included and shall be removed during each cutting.** This includes weeds, poison, other small rooted trees, etc.
  - All poison, climbing vines or other nuisance weeds shall be removed from the Azaleas on the East and West ends of the Courthouse in addition to the plants near the sidewalks.
  - Leaves shall be raked and removed from the lawn and under the Magnolias twice per growing season on or about April 1<sup>st</sup> and on or about September 1<sup>st</sup> – This shall be a separate line item from cutting for consideration by the County as an option.

BUILDING PHOTO FOLLOWS

Neshoba County Courthouse – 401 Beacon Street





- Neshoba County Coliseum – 12000 Highway 15 North
  - Cutting of all grass on property and near building.
  - Removal of any trash from the lawn, drainage or cutting areas.
  - Please describe your plan for the use of herbicide on the property. Specifically in regard to DBST surfaces and drainage structures.
  - Construction is occurring at the facility and may require additional weed eating use in lieu of lawn mower use this year.



- Neshoba County Department of Human Services and Health Department
  - Located on South Holland Avenue
  - Performing all grass cutting on property and near buildings as previously described.
  - Scope of Work shall include trimming or removal of hedges at the direction of facility management.



- Neshoba County Emergency Operations Center – 911 Chestnut Street
  - Lawn Care Maintenance as Previously Described
  - Remove grass / nuisance weeds / mow or weed eat as necessary from flower beds and area between parking lot / approach at front and rear of building.
  - Construction of New Storage Facility is occurring and may require additional weed eating in lieu of lawn mower use this year.



- Neshoba County Law Enforcement Center
  - Lawn Care Maintenance as Previously Described and at the direction of the Jail Administrator.
  - Perform and fulfill any special requirements in regard to security of the facility and use of equipment inside the secured areas of the facility.



- Neshoba County Public Library – 230 West Beacon Street
  - Lawn Care Maintenance Services on the Library Property as described below (Neshoba County Property) and not all of Deweese Park.



- Neshoba County Old Jail – 508 Beech Street
  - Lawn Care Maintenance Services on the County Property as described below.



### Response Format

The format of the response to this solicitation is left to the proposing vendor but said response shall include all necessary information to ensure that Neshoba County is able to make an informed decision in regard to the solution proposed. The Neshoba County Bid Form (Pages 16 and 17) for this project must be included with the response and shall be used for determining the costs and additional information for said project.

***It should be noted that Neshoba County is subject to Mississippi Open Records Law. As a result, Neshoba County can give no assurance to any bidder that information marked as proprietary can be protected as such. As a matter of law, submitted proposals will become a part of public record.***

### Proposal Submission

Neshoba County requires the proposal to be submitted as described in the Instructions to Bidders Section on Page 1 of this solicitation

### Project Award

It is the intent of Neshoba County to award this project to a single qualified vendor who can provide all of the required capabilities. Neshoba County reserves the right to waive informalities and irregularities, reject any and all bids and make no award in response to this RFP in the best interest of the County.

If an award is made as a result of this RFP, it shall be awarded to the respondent(s) whose proposal is most advantageous to Neshoba County with price and other factors considered.

In the event that an award results from this RFP, then the winning bidder agrees that Neshoba County will be held harmless for any lawsuits resulting from work performed by the winning bidder or acts of the winning bidder's employees. This shall include any resulting issues with patent infringements.

### Payment Terms

Neshoba County requires an invoice for each service and pays claims on the first and third Mondays of the month or the next non-holiday date. Invoices will have to be signed by a County or representative of each facility.

NESHOPA COUNTY BOARD OF SUPERVISORS  
Lawn Care Services Maintenance Contract for County Facilities  
**OFFICIAL BID FORM**

FOR SUBMISSION OF BID / PROPOSAL

For: Neshoba County Board of Supervisors, 401 Beacon Street, Suite 201, Philadelphia, Mississippi

We are pleased to submit the following bid for:

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with all items and equipment to provide for lawn care maintenance services for the Neshoba County facilities as described in the Bid Specifications, for the prices specified below:

Bid is: \_\_\_\_\_ as per specifications, taking no exceptions

\_\_\_\_\_ taking only those specification exceptions listed by letter attached and referenced to page numbers specified (no alternate bids are accepted)

Neshoba County Courthouse:                    \$\_\_\_\_\_ per cutting bi-weekly

    Option for Raking Leaves:            \$\_\_\_\_\_ twice per year as specified

Neshoba County Coliseum:                    \$\_\_\_\_\_ per cutting bi-weekly

Neshoba Co Dept. of Human Services:    \$\_\_\_\_\_ per cutting bi-weekly

Neshoba County EOC:                         \$\_\_\_\_\_ per cutting bi-weekly

Neshoba Co. Health Department:         \$\_\_\_\_\_ per cutting bi-weekly

Neshoba County Jail:                         \$\_\_\_\_\_ per cutting bi-weekly

Neshoba County Public Library:            \$\_\_\_\_\_ per cutting bi-weekly

Neshoba County Old Jail:                    \$\_\_\_\_\_ per cutting bi-weekly

As required in the specifications the vendor must provide all costs broken out separately with this official bid form in the proposal presented. This includes maintenance services as described in the specifications.

(Official Bid Form Continued Next Page)



The Proposer certifies, to the best of its knowledge and belief, that:

- (i) The Proposer and/or any of its Principals or Owners:
  - (A) (check one) **are ( )** or **are not ( )** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.
  - (B) (check one) **have ( )** or **have not ( )**, within a three year period preceding this offer, been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and,
  - (C) (check one) **are ( )** or **are not ( )** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.
- (ii) The proposer (check one) **has ( )** or **has not ( )**, within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

“Principals,” for the purposes of this proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.
- (iii) There is no elected official or employee of Neshoba County who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this proposal.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_