

410 Constitution Avenue, 11<sup>th</sup> Floor  
Meridian, Mississippi 39301  
601-482-9746  
<https://lauderdalecounty.org>



## **BID NO. 3955: GROUND MAINTENANCE AND LANDSCAPING SERVICES**

### **PACKET INCLUDES THE FOLLOWING:**

- Legal Advertisement
- Project Overview
  - Objective
  - Copies and Receipt
  - Bidder Qualifications
  - Bidder Responsibilities
  - Service Property's Locations
- Relevant Project Experience
- Insurance
- Questions Regarding Bid
- Forms
  - Vendor Data Form - Pg. 7
  - Supplier/Subcontractor Data - Pg. 8
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**BIDS ARE DUE ON OR BEFORE FRIDAY, AUGUST 25, 2023, NOT LATER THAN 9:00 A.M. CDT**

**NO LATE RESPONSES WILL BE ACCEPTED**

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Firm Name

## **ADVERTISEMENT FOR BIDS**

NOTICE is hereby given that Lauderdale County Board of Supervisors will receive sealed bids until 9:00 a.m. CDT on Friday, August 25, 2023, for the following:

### **BID NO. #3955: GROUND MAINTENANCE AND LANDSCAPING SERVICES**

The Lauderdale County Board of Supervisors (County) seeks bids from qualified professional contractors/vendors to perform ground maintenance and landscaping services at the Lauderdale County Courthouse Complex and Public Safety Building Services to include, but are not limited to: grass cutting, weeding, edging, and trimming; pruning of trees, shrubs, ground cover and flower beds; removal of debris, leaves, and trash from all areas; blow sidewalks and parking lots; as needed insect, disease, and weed control; fertilization.

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors Purchasing website at <https://lauderdalecounty.org/Bids/> or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Electronic Bids** can be submitted via Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Sealed Bids** can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 410 Constitution Ave, 11<sup>th</sup> Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each bid must be received in a sealed envelope which is clearly marked on the outside:  
"BID #3955 GROUND MAINTENANCE AND LANDSCAPING SERVICES"

After the time and in a designated room and place, the names of the Companies submitting bids will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Bid. Any bids received after the date and time listed above will not be accepted.

From the bids submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her bid within thirty (30) days after date of opening bids without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the bid which best meets the needs of Lauderdale County.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities in bidding.

**GROUND MAINTENANCE AND LANDSCAPING SERVICES:  
LAUDERDALE COUNTY COURTHOUSE COMPLEX  
612 22<sup>ND</sup> AVENUE S  
Bids due on or before 9:00 a.m. CDT on August 25, 2023.**



**OBJECTIVE**

The Lauderdale County Board of Supervisors (County) seeks bids from qualified professional vendors to perform ground maintenance and landscaping services at the Lauderdale County Courthouse Complex and Public Safety Building Locations. Services include but are not limited to: grass cutting, weeding, edging, and trimming; pruning of trees, shrubs, ground cover and flower beds; removal of debris, leaves, and trash from all areas; blow sidewalks and parking lots; as needed insect, disease, and weed control; fertilization. The County wishes to contract with a service provider for a period of two (2) years.

*This bid in no way commits Lauderdale County to award a contract, to pay any costs in preparation of a bid, or to contract for the goods and/or services offered. Although it is Lauderdale County's intent to contract with the person/company that best meets the qualifications to complete the scope of work, Lauderdale County may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the delivery, assembly, and installation of said furnishings.*

**COPIES AND RECEIPT**

Please submit one (1) original copy of the bid and one (1) duplicate. **An executed copy of the Bid Conflict of Interest & Non-Collusion SIGNED AND NOTARIZED (Pages 14 & 15) must be included with your submission.** Please note that if these forms are not included, the response will be rejected. Lauderdale County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

All responses should be submitted in a sealed envelope, marked on the outside,

**BID #3955 GROUND MAINTENANCE AND LANDSCAPING SERVICES**

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

Responses must be received by **9:00 a.m. Local Time on Friday August 25, 2023**. Late bids will be rejected and returned without being opened. The clock in the Purchasing office is the official time piece for this submission. If interested, Contractors may use mail or express systems to deliver their bid to the Purchasing Department; they should ensure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required or submit electronically using Central Bidding. Facsimile transmitted bids shall not be accepted.

**SUBMISSION LOCATION:** All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

**Lauderdale County Board of Supervisors**  
Purchasing Department  
Attention: Stephanie Jackson  
410 Constitution Avenue, 11<sup>th</sup> FL.  
Meridian, MS 39301

## **BIDDER QUALIFICATIONS**

The Vendor shall have the following minimum qualifications:

- a. A sound business reputation.
- b. A minimum of five (5) or more years' experience in the industry.
- c. Appropriate resources to satisfy the requirements set forth herein.
- d. Must hold a Landscape Horticulturist License issued by the Mississippi Department of Agriculture and Commerce. ***Copy of license must be submitted with the bid or bid will be considered non-Responsive and not read.***
- e. Demonstrated track record in providing the services and overall client satisfaction of both lawn maintenance and landscaping services.

## **BIDDER RESPONSIBILITIES**

### **Services**

Each bidder is to review and be familiar with the enclosed bid specifications/requirements relating to services required and their frequency. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services, and labor necessary to carry out the provisions of the contract.

### **Safety**

The contractor shall emphasize and enforce common safety standards using ground maintenance equipment. Employees should wear necessary safety equipment when providing the service.

### **Equipment**

The contractor shall be responsible for providing all equipment needed to satisfactorily provide the services listed in this Bid. Equipment that damages turf or sidewalks shall not be allowed. The contractor shall be responsible for all equipment maintenance, repairs, and expendables including but not limited to fuel, oil, and tires. The County will not be responsible for maintaining or repairing any equipment. No County equipment will be loaned or otherwise leased or rented to the contractor. A sufficient supply of back up equipment must be kept on hand to ensure the timely and continuous fulfillment on this contract. No relief in responsibility for work performance will be granted in the event of broken-down equipment.

### **Employment**

The contractor shall hire, employ, supervise and pay the full compensation of all employees needed to adequately provide services. The contractor shall ensure that all employees maintain appropriate attire identifying each worker as an employee of the contracted company. The contractor shall also be responsible for paying all appropriate income taxes, social security, insurance, workers' compensation, etc. on all individuals employed by the contractor.

### **Supplier & Subcontractors**

The contractor shall disclose any supplier they are utilizing to provide regular use of equipment to satisfy the contract and/or any subcontractors hired to perform the services herein. This information is to be provided on the enclosed form.

## **SERVICE PROPERTY'S LOCATIONS**

### **County Courthouse Complex**

612 22<sup>nd</sup> Avenue S.  
Meridian, MS 39301

### **Public Safety Building**

606 22<sup>nd</sup> Avenue S.  
Meridian, MS 39301

### **\*ALTERNATE BID**

*An alternate bid form is also being made available with this bid packet. However, it is not mandatory that you bid on it, but we would appreciate your participation.*

### **ALTERNATE SERVICE PROPERTY LOCATION**

#### **Lauderdale County Courthouse**

500 Constitution Avenue  
Meridian, MS 39301

While there will be no pre-bid conference, it is recommended that contractors familiarize themselves with each property to understand the scope of the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

## **RELEVANT PROJECT EXPERIENCE**

The County seeks information regarding the experience of the vendor and relevant experience in providing these type services. Provide the requested information for three (3) of your largest active accounts who you are providing services for and have maintained for a minimum of two (2) consecutive years and whose scope of work is similar to Lauderdale County's bid. For each relevant client listed on the enclosed form, please include the following info:

- A. Client reference information including point of contact name and title, phone number, and email address.
- B. Number of years providing services to client.
- C. Service location/size, and frequency of services.
- D. Brief description of the services provided.

## **INSURANCE**

The awarded Contractor will maintain such insurance that will protect the Contractor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-contractor, or anyone directly or indirectly employed by either of them. ***Current certificates of insurance shall be enclosed with the bid packet furnished to Lauderdale County and shall show all applicable coverage(s), reference to any special endorsements restricting standard policy coverage.*** Any subcontractor must adhere to the same requirements listed above and below.

**Other insurance requirements are:**

- -General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate.
- -Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.
- -Workers' Compensation with limit of \$1,000,000 for Employers Liability Limits.
- -We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

***Lauderdale County will require the selected Vendor to name Lauderdale County as an additional insured for both the general liability and auto liability.*** A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not on a blanket basis, please send a copy of the actual endorsements prior to commencement of any work. All insurance must be placed through an insurance carrier licensed to operate in Mississippi and have an AM Best Rating greater than A-VI.

**GENERAL INDEMNITY:**

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Lauderdale County Board of Supervisors, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the County or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the County or County officials (including administrators, elected officials, and employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the County or County officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts listed in the insurance coverage requirements above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

**QUESTIONS**

If further information is required, please contact the Lauderdale County Purchasing Department. All requests for information must be submitted in writing. Responses to all questions received will be sent to each Vendor known to have copies of the Bid. Requests for information may be e-mailed to [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org). Please reference the bid number in the subject line. All questions should be submitted on or before **5:00pm on Monday August 14, 2023**. Questions received after said date and time will not receive a response. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original Bid and will be posted to both the county's website at <https://lauderdalecounty.org> and Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**LAUDERDALE COUNTY BOARD OF SUPERVISORS**  
410 CONSTITUTION AVE, 11<sup>TH</sup> FLOOR, MERIDIAN, MS 39301

**VENDOR DATA FORM**

*I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my bid and all documentation required accordingly.*

NAME OF COMPANY: \_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_ (Attach/Submit Form W-9)

***I hereby certify that I am authorized to sign this bid for/or on behalf of the company.***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
***(Authorized Principal)***

DIRECT PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PRINTED NAME & OFFICIAL TITLE: \_\_\_\_\_

**\*\*\*\*\*PLEASE PROVIDE ADDITIONAL INFORMATION BELOW IF APPLICABLE\*\*\*\*\***

**AUTHORIZED PERSON IN CHARGE OF PROJECT AT THIS LOCATION:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DIRECT PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CELL: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCATION ADDRESS *(if different from above)*: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
***(Authorized Person in Charge of Project)***

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**BID NO. 3955: GROUND MAINTENANCE AND LANDSCAPING SERVICES**

**SUPPLIER/SUBCONTRACTOR DATA SHEET**

*Bidder shall indicate below the name of each supplier and/or subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify the equipment to be provided by the supplier and/or work to be performed by the subcontractor. (If applicable, otherwise indicate N/A & enter company name)*

**Supplier Information:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Equipment to be utilized: \_\_\_\_\_

**Sub-Contractor Information:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Work/Services to be performed: \_\_\_\_\_

**Sub-Contractor Information:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Work/Services to be performed: \_\_\_\_\_

\_\_\_\_\_  
Company Name of Bidder

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**



**RELEVANT PROJECT EXPERIENCE & REFERENCE SHEET**

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

*Indicate the length of time you have been in business as a company providing the type of service(s) specified in this bid. Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_*

1. Business Name: \_\_\_\_\_

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

Contact Person/Title: \_\_\_\_\_ Years of Servicing Account: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Service Location/Size & Frequency: \_\_\_\_\_

Description of Services: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

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

Contact Person/Title: \_\_\_\_\_ Years of Servicing Account: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Service Location/Size & Frequency: \_\_\_\_\_

Description of Services: \_\_\_\_\_

3. Business Name: \_\_\_\_\_

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

Contact Person/Title: \_\_\_\_\_ Years of Servicing Account: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Service Location/Size & Frequency: \_\_\_\_\_

Description of Services: \_\_\_\_\_

\_\_\_\_\_  
Company Name of Bidder

\_\_\_\_\_  
Signature of Person Completing

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

# BID FORM

## GOVERNMENT COMPLEX LAWN/LANDS CAPING

Maintenance Task	Times per Year	Months for Task	Price per Instance	Total Annual Cost of Services
Mow Lawn Areas & Edge Bed Lines	39 times	MAR-NOV	\$	\$
Pick up Trash, Blow clippings and debris off hard surfaces	52 times	JAN-DEC	\$	\$
Fertilize Lawn	2 times	MAR, & AUG	\$	\$
Pre / Post Emergent Weed Control Lawn and Bed Areas	2 times	FEB & SEP	\$	\$
Weed Beds by hand, spray weeds on all hard surfaces,	as needed	JAN-DEC	\$	\$
*Dormant Pruning	1 time	OCT-FEB	\$	\$
Regular Pruning and Trimming (shape, cut prune with trimmers, all evergreen shrubs requiring regular maintenance. Also includes sucker growth on various tree formed ornamentals. Prune deciduous blooming plants as needed)	3 times	MAY-JUL	\$	\$
Fertilize Bed Areas	3 times	JAN, MAY, & AUG	\$	\$
Fall Cleanup (pine needles, leaves, limbs)	6 times	NOV-FEB	\$	\$
Top dress beds with approved Mulch (Spade edge, install, and clean-up, of all existing planting beds and tree rings. Touch up upon request)	2 times	MAR - SEPT	\$	\$
Irrigation Monitoring (adjust twice seasonally)	8 times	JAN-DEC	\$	\$

<b>TOTAL BID ANNUAL AMOUNT</b>	<b>\$</b>
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Additional Service Items (NOT IN BID)	Unit	Cost
Supervisor Rate	hour	
Labor Rate	hour	
Mulch Installed	cubic yard	
Irrigation Repair	hour	
Sod Repair (St. Aug)	sq. ft.	
Seasonal Color 6" Pot Installed	each	
1 gallon plant installed	each	
3 gallon plant installed	each	
Overseeding Annual Rye	lb.	

**\*DORMANT PRUNING**

Only prune limbs on trees if they become diseased or an issue against the building.  
 As trees mature - tree forming above chest height shall be required annually.  
 Ornamental grasses, and liriopae may be cut back if they become unsightly after a major frost.

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

Submitted by Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BID FORM

## PUBLIC SAFETY BLDG. LAWN/LANDSCAPING

Maintenance Task	Times per Year	Months for Task	Price per Instance	Total Annual Cost of Services
Mow Lawn Areas & Edge Bed Lines	39 times	MAR-NOV	\$	\$
Pick up Trash, Blow clippings and debris off hard surfaces	52 times	JAN-DEC	\$	\$
Fertilize Lawn	2 times	MAR, & AUG	\$	\$
Pre / Post Emergent Weed Control Lawn and Bed Areas	2 times	FEB & SEP	\$	\$
Weed Beds by hand, spray weeds on all hard surfaces,	as needed	JAN-DEC	\$	\$
*Dormant Pruning	1 time	OCT-FEB	\$	\$
Regular Pruning and Trimming (shape, cuto prune with trimmers, all evergreen shrubs requiring regular maintenance. Also includes sucker growth on various tree formed ornamentals. Prune deciduous blooming plants as needed)	3 times	MAY-JUL	\$	\$
Fertilize Bed Areas	3 times	JAN, MAY, & AUG	\$	\$
Fall Cleanup (pine needles, leaves, limbs)	6 times	NOV-FEB	\$	\$
Top dress beds with approved Mulch (Spade edge, install, and clean-up, of all existing planting beds and tree rings. Touch up upon request)	2 times	MAR - SEPT	\$	\$
Irrigation Monitoring (adjust twice seasonally)	8 times	JAN-DEC	\$	\$

<b>TOTAL BID ANNUAL AMOUNT</b>	<b>\$</b>
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Additional Service Items (NOT IN BID)	Unit	Cost
Supervisor Rate	hour	
Labor Rate	hour	
Mulch Installed	cubic yard	
Irrigation Repair	hour	
Sod Repair (St. Aug)	sq. ft.	
Seasonal Color 6" Pot Installed	each	
1 gallon plant installed	each	
3 gallon plant installed	each	
Overseeding Annual Rye	lb.	

**\*DORMANT PRUNING**

Only prune limbs on trees if they become diseased or an issue against the building.  
 As trees mature - tree forming above chest height shall be required annually.  
 Ornamental grasses, and liriopae may be cut back if they become unsightly after a major frost.

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

Submitted by Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ALTERNATE BID FORM

## COURTHOUSE LAWN MAINTENANCE/LANDSCAPING

Maintenance Task	Times per Year	Months for Task	Price per Instance	Total Annual Cost of Services
Mow Lawn Areas & Edge Bed Lines	39 times	MAR-NOV	\$	\$
Pick up Trash, Blow clippings and debris off hard surfaces	52 times	JAN-DEC	\$	\$
Fertilize Lawn	2 times	MAR, & AUG	\$	\$
Pre / Post Emergent Weed Control Lawn and Bed Areas	2 times	FEB & SEP	\$	\$
Weed Beds by hand, spray weeds on all hard surfaces,	as needed	JAN-DEC	\$	\$
*Dormant Pruning	1 time	OCT-FEB	\$	\$
Regular Pruning and Trimming (shape, cuto prune with trimmers, all evergreen shrubs requiring regular maintenance. Also includes sucker growth on various tree formed ornamentals. Prune deciduous blooming plants as needed)	3 times	MAY-JUL	\$	\$
Fertilize Bed Areas	3 times	JAN, MAY, & AUG	\$	\$
Fall Cleanup (pine needles, leaves, limbs)	6 times	NOV-FEB	\$	\$
Top dress beds with approved Mulch (Spade edge, install, and clean-up, of all existing planting beds and tree rings. Touch up upon request)	2 times	MAR - SEPT	\$	\$
Irrigation Monitoring (adjust twice seasonally)	8 times	JAN-DEC	\$	\$

<b>TOTAL BID ANNUAL AMOUNT</b>	\$
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Additional Service Items (NOT IN BID)	Unit	Cost
Supervisor Rate	hour	
Labor Rate	hour	
Mulch Installed	cubic yard	
Irrigation Repair	hour	
Sod Repair (St. Aug)	sq. ft.	
Seasonal Color 6" Pot Installed	each	
1 gallon plant installed	each	
3 gallon plant installed	each	
Overseeding Annual Rye	lb.	

**\*DORMANT PRUNING**

Only prune limbs on trees if they become diseased or an issue against the building.  
 As trees mature - tree forming above chest height shall be required annually.  
 Ornamental grasses, and liriopie may be cut back if they become unsightly after a major frost.

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

Submitted by Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ADDENDA FORM

## BID NO. 3955: GROUND MAINTENANCE AND LANDSCAPING SERVICES LAUDERDALE COUNTY COURTHOUSE COMPLEX

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Total.  
*(If no addenda, please indicate with N/A in space provided.)*

1. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
2. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
3. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
4. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_

### Addendum Acknowledgement:

\_\_\_\_\_  
Signature of Bidder or Authorized Agent

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**BIDDER CONFLICT OF INTEREST STATEMENT**

STATE OF MISSISSIPPI, \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_, with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_.  
(City & State) (City & State)

2. The above-named entity is submitting a Bid for Lauderdale County described as Ground Maintenance and Landscaping Services.

3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

4. The Affiant states that only one submittal for the above bid is being submitted and that the above-named entity has no financial interest in other entities submitting bids for the same project.

5. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above bid. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with Lauderdale County.

9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of Lauderdale County.

10. In the event a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify Lauderdale County.

**DATED** this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_

Identification type: \_\_\_\_\_

Notary Public-State of \_\_\_\_\_

Printed, typed, or stamped commissioned name of notary public.

My commission expires: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

# NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that:

1. He/or She is \_\_\_\_\_ of \_\_\_\_\_ the  
Title Company Name  
 bidder that has submitted the attached bid.

2. He/or She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3. Such Bid is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against Lauderdale County or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public, State of Mississippi. My Commission Expires: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**LAUDERDALE COUNTY BOARD OF SUPERVISORS  
BID NO. 3955: GROUND MAINTENANCE AND LANDSCAPING SERVICES**

## **SCOPE OF WORK**

***The contract will encompass all landscape services as described/detailed on the bid form(s). The description below contains the minimum to include, but not limited to the following activities:***

All mowing, trimming, clean-up, plant, and bed care will be done at least 39 times each year (March - November weekly) and picking up trash, blow clippings and debris off hard surfaces 52 times each year (January - December weekly) to maintain a neat appearance.

- **Mowing:** all turf shall be mowed, edged and line trimmed around obstructions at least 39 times each year to maintain a neat appearance. During periods of excessive rain or drought, the mowing frequency may be allowed to change as to avoid turf damage.
- **Trimming:** string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed every other mowing and or as needed to maintain a sharp edge between the concrete areas and the turf. Damage to plant materials due to string line trimming shall be replaced by the contractor within 10 days.
- **Clean-Up:** removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. All trash and debris are to be removed from the property before departure. Grass clippings should not be blown into roadways or main streets at any time.
- **Plant & Bed Care:** Excess soil/turf shall be removed from the property and not allowed back into the bed.
- **Weeding:** weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad-spectrum herbicide, as needed.
- **Pruning:** trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement) 3 times each year (May - July).
- **Leaf Removal:** leaves shall be removed from the turf as required.