

Section 1. Solicitation Information

1.1. BACKGROUND

College Coahoma Community College is a two-year, accredited, public, comprehensive institution of higher learning committed to serving as a catalyst for community and economic development in the rural Northwest Mississippi Delta region and beyond. The campus lies in an agrarian setting along Clarksdale-Friars Point Road near the Mississippi River, which forms the western boundary of Coahoma County. The college is bordered on the east by a quiet, picturesque lake conducive to wholesome recreation and serious study. The 99-acre campus encompasses 37 buildings, has 219 employees, and has an average enrollment of 1731 students in academic, career-technical, and health science programs.

1.2 Purpose

Request for Bids (RFB)

This procurement intends to award an annual contract with a renewal option to a qualified Contractor for lawn care services at the President’s Residence located at 3240 Friars Point Road in Clarksdale, Ms.

Areas Included: All areas located at the President’s residence.

Areas not included: The open field on the south end of the residence.

1.2.1. The Contractor shall provide all labor, materials, equipment, supplies, supervision, subcontracting, and other resources as required for the appearance of all outside spaces as specified in this document. The contractor shall maintain the grounds in a neat and clean condition.

1.2.2. The College expects work to be completed proficiently and professionally. The contractor will understand work responsibilities and work under the direction of Coahoma Community College for scheduling. Once the contract has been awarded, a meeting will be held between the College Designee and the Contractor to schedule a mowing start date.

1.3. Timeline This is a proposed timeline for all RFBs.

Request for Bids Issue Date/Announcement posted in local paper and college website.	February 20, 2025
RFB Second Posting in local paper and college website.	February 27, 2025
Pre-Bid Conference at the main campus	March 5, 2025, at 10:00 am CST

Questions and Requests for Clarification Due	March 10, 2025, at 5:00 pm CST
Anticipated Posting of Answers to Questions	March 19, 2025
Bid Package Submission Deadline	March 26, 2025, at 10:00 am CST
Bid Opening	March 26, 2025, at 1:00 pm CST
Anticipated Date of the Notice of Intent to Award	April 3, 2025
Contract Awarded	April 14 – April 16, 2025

Coahoma Community College reserves the right to post Answers to Questions and to issue the Notice of Intent to Award on dates other than those stated above without amendment to this RFB. No other dates shall be changed unless a written amendment is issued.

1.4. Pre-Bid Conference and Questions or Requests for Clarification

1.4.1. The College Designee will host a Pre-Bid Conference on March 5, 2025, at 10:00 a.m. to explain the procurement requirements. Contractors will meet at the Vivian M. Presley Building. The conference will be recorded. Once it is over, the recordings, questions, and answers will be sent to those who received the proposal request and posted on the Mississippi procurement portal and Coahoma Community College’s website.

1.4.2. All other questions and requests for clarification must be directed by email to Letha Richards at lrichards@coahomacc.edu (**no phone calls**) on or before March 10, 2025, at 5:00 pm CST. The Bidder bears all risk of delivery and is responsible for submitting questions in a timely manner. Coahoma Community College may not answer questions received via email after the above-stated date and time.

1.4.3. Coahoma Community College will publish all questions, requests for clarification, and answers on **the Coahoma Community College website and the procurement portal by March 19.**

1.4.4. Coahoma Community College will not be bound by any verbal or written information not contained within this RFB unless a written amendment to the RFB is issued.

1.5. Acknowledgment of Amendments

Should an amendment to the RFB be issued, it will be posted on the DFA website and the procurement portal so that all bidders can view it. Further, bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid package, identifying the amendment number and date in the space provided on the bid form, or by email or letter. Coahoma Community College must receive the acknowledgment by the time and at the place specified as the bid package submission deadline. Bidders are responsible for monitoring the DFA and the Coahoma Community College websites for amendments to the RFB.

1.6. Restrictions on Communication with Coahoma Community College

At no time shall any bidder or its personnel contact, or attempt to contact, any Coahoma Community College Employee regarding this RFB other than the contact person listed on the cover page of this RFB.

Section 2. Scope of Services and Requirements

2.1. Scope of Services

2.1.1. Coahoma Community College is seeking bids for lawn maintenance for the President’s residence located on its main campus at 3240 Friars Point Road, Clarksdale, MS.

2.1.2. The President’s Residence includes all lawn areas at the designated area for the President’s residence, and professional services may consist of mowing, blowing, debris removal, trimming and edging, pruning, aeration, weed/disease control, mulching, occasional planting, and spraying for pre- and post-emergent weed control. Refer to the Tabulation form.

2.1.4. Mowing

The mowing season will be defined as running mid-March through the first week in November, consisting of approximately 33 – 35 weeks. Added service will be billed, or missed services will be deducted at the Cost per application indicated on the bid tabulation form.

2.1.4.1. Mowing Requirements: The contractor shall be responsible for mowing the grass at the **President’s Residence** every seven (7) days or as weather permits to maintain an appropriate height of 3" to ensure a healthy, well-manicured, and pleasing appearance. The contractor should contact the college to see if the height of the grass needs to be adjusted.

2.1.4.2. A high-quality cut shall be provided using mowers with sharp cutting edges. Mowing shall be accomplished so as not to damage property, trees, shrubs, signs, or other appurtenances. The contractor shall remove minor obstacles or obstructions from areas to be mowed and replace them when finished. When mowing around vehicles, the Contractor shall mow in directions to keep grass clippings off the vehicles. Deflective guards shall be in place during mower operations. Grass clippings shall be removed when they are excessive, clump, or are such as to negatively impact the health of the lawn. Bunches and rows resulting from mowing shall be removed or raked out.

2.1.5. Blowing and Debris Removal

2.1.5.1. Blowing Requirements: The contractor shall remove all trimmings, leaves, and clippings off of roadway, sidewalks, paths, walkways, entrance areas, curbs, driveway, parking lots, and other surface areas. Grass clippings and trimmings shall be removed the same day the grass is cut. The contractor shall not blow litter, leaves, and other debris onto streets, driveway, parking area, or storm drains. Grass-cutting shall not be considered complete until all blowing operations are accomplished.

2.1.5.2. Debris Removal Requirements: Contractor must not mow litter. Before the start of each cutting, the Contractor shall be responsible for the collection and removal of all litter and debris including, but not limited to, any foreign material (cups, napkins, bags, etc.), garbage, leaves, dead branches, lumber, tires, and other items. Any litter not collected and subsequently mowed and dispersed through the Contractor mowing activity shall be immediately collected by the Contractor’s personnel. The contractor should include costs to prepare and maintain the lawn during winter.

2.1.6. Trimming and Edging

Trimming and edging are crucial to maintaining a well-manicured lawn by reaching those hard-to-get spots. To enhance the overall aesthetic appeal and give a well-defined appearance on the campus, Contractors shall trim areas where a mower can't go, creating sharp, vertical lines along the lawn borders, walkways, and flower beds, essentially defining the boundaries of the lawn. Trimming and edging shall be done on the same day as grass cutting. Grass cutting shall not be complete until all trimming and edging operations are accomplished.

2.1.6.1. Trimming Requirements: All grass under and around trees, shrubs, picnic tables, fences, poles, posts, signage, walls, building foundations, rocks, sprinkler heads, valves, HAV systems, planter beds, mulched areas, property lines, asphalt, or concrete paved areas, outdoor equipment or furniture, curbs, sidewalks, walkways, driveways, ramps, garbage rack enclosures, or any other permanent structure or obstacle shall be trimmed to match the height and appearance of the surrounding mowed grass. Vegetation in banks, ditches, or any other area not accessible by a mower that is within the location of the ground being mowed must also be trimmed each time the area is mowed.

2.1.6.1.1. String trimmers shall not be used around tree rings to protect trees from nicks or damage. Trimming may be accomplished by hand clipping or using a weed eater. The contractor shall not use weed-eaters to trim weeds in flower beds. Hand-pulling is required.

2.1.6.1.2. Any trees, shrubs, plants, or grass areas killed by the trimming operation shall be replaced by the Contractor, and any structure damaged by the trimming operation shall be repaired or replaced by the Contractor.

2.1.6.2. Edging Requirements: The contractor shall use an edger device to complete edging adjacent to all asphalt or concrete paved areas, including, but not limited to, entrances to residence, curbs, sidewalks, walkways, and driveway. Edging should be done every other cut. However, the Contractor should inspect the areas every cut to determine if edging should be done more or less. During special events, the College Designee may request that edging be done the week of the event. **The contractor shall not use a weed eater to do edging operations.**

2.1.7. Pruning

Before the growing season, the Contractor shall shape, prune, and trim small trees and ornamental plantings, including shrubs, and remove all debris to a designated location or area identified by the College to haul away.

2.1.7.1. Pruning Requirements: The contractor will trim and shape all shrubbery, prune dead, broken, and diseased wood or branches from small trees and ornamental plantings, and remove “sucker shoots” from all deciduous trees. There should be no litter left at the curb.

2.1.7.2. Flowering trees and shrubs shall not be pruned while in bloom or when pruning will inhibit blooming. Light pruning may be necessary during winter months. The contractor should include any costs for Pruning during winter months and will need to include the time of this service on their timeline once the contract is awarded.

2.1.8. Aeration

All appropriate lawn areas shall be aerated annually.

2.1.9. Weed/Disease Control

The contractor shall remove grass and weeds from cracks in all sidewalks, curbs, parking areas, driveway, and around the building perimeters every other week or as needed during high growth season to maintain a neat appearance. Physical weeding shall be the preferred method for removing unwanted plants in mulched beds (care must be taken to remove the roots of these plants). Fenced areas shall be cleaned of all weeds and vines.

2.1.10. Mulching and Planting

The contractor shall ensure all mulched plant bed areas are consistently kept weed-free. Remove old mulch and replenish mulch as requested by the College designee. The College Designee may occasionally purchase mulch for the Contractor to spread or annuals, perennials, or shrubs for the Contractor to plant.

2.1.11. Chemical use and PRE/POST emergent weed Control

2.1.11.1. Chemical Use Requirements: The contractor should not use chemicals under or around fences to kill the grass. A retardant may be acceptable upon approval by the College Designee.

2.1.11.2. Pre/Post Emergent Weed Control: The contractor shall spray for both pre and post-emergent weed control for weeds. The contractor is responsible for applying herbicides as necessary to keep all properties weed-free throughout the year, taking care not to damage grasses, trees, shrubs, and ornamental plants.

2.1.11.3. The contractor is responsible for any damage caused by herbicide misapplication. The contractor must monitor all contract areas and perform touch-up spraying as needed.

2.1.11.4. The Contractor shall provide Coahoma Community College with a list of chemicals being used at distribution rates and obtain approval before using any chemicals.

2.1.11.5. The contractor shall comply with any applicable laws or statutes regulating or prohibiting the use of chemicals or spray materials. All spray applications are to be done in accordance with all state and local laws.

2.1.12. Special Events

During the Contract period, an event may be scheduled on campus or at the President’s Residence, which requires maintenance operations to be concentrated and timed to provide an optimum appearance. Such events include but are not limited to Graduation (May) and Homecoming (September or October). These operations will be coordinated between the College and the Contractor and are not considered additional work. All services for such an event will be considered one of the contract-specified quantities for each operation. The College will provide written notification of such an event, with an outline of the maintenance operations to be conducted. The College will make every attempt to provide notification 2 - 4 weeks in advance of any special event to allow time for all operations to be completed.

2.1.13. Lawn Maintenance during winter months

The contractor should prepare the lawn for winter months by aerating, mowing, pruning, and clearing debris.

2.1.14. Irrigation Systems and Mowing

The contractor **MUST NOT** turn off or **adjust** irrigation systems. Any damage to the irrigation systems must be reported immediately. Areas too wet to mow must be cut after the area is dry or cut by weed-eaters while damp, or the Contractor **MUST** mow or weed-eat by the next mowing cycle. Any area that is routinely too wet to mow must be reported to the College designee.

2.1.15. Damages and Injuries

2.1.14.1. Any damage to utilities, signs, etc., shall be reported by the awarded Contractor to the College designee immediately and before departing the campus. The awarded Contractor shall be responsible for damage, including broken windows and glass caused by his equipment.

2.1.14.2. The Contractor shall make all reasonable efforts not to damage the mulch tree rings. If mulch ring damage occurs, repairs must be made within one mowing cycle.

2.1.14.3. Coahoma Community College will not pay for mowing that is done at such a high rate of speed as to cause the grass to be torn or laid over. High-speed “Pivot” turns that damage the turf are not allowed. The contractor will be responsible for filling in depressions made in the turf due to cutting the grass when the area is too wet.

2.2. CONTRACT DELIVERABLES

2.2.1. Provide a lawn maintenance schedule for all contracted services within one week of starting, including light maintenance during the winter months.

2.2.2. Maintain a pool of workers sufficient to meet the Contracting Agency's needs. It is the contractor's responsibility to ensure that they have enough staff to perform all contracted services. Staffing challenges are common in contracting, and the contractor should build contingencies into their plan to mitigate these issues. Due to staffing challenges, it is essential to reiterate that Coahoma Community College shall not incur additional costs for services the contractor has committed to providing as outlined in this contract.

2.2.3. Assign an Account Representative to work directly with the College Designee managing the contract.

2.2.4. Replace any contract worker(s) or employee(s) not performing to the satisfaction of the Contracting Agency within forty-eight (48) hours of a request to do so by the Contracting Agency and at no additional expense to the Contracting Agency.

2.2.5. Perform all services provided in the contract with the Contracting Agency per customary and reasonable industry standards as well as in strict conformance to all laws, statutes, and ordinances and the applicable rules, regulations, methods, and procedures of all government boards, bureaus, offices, and other agencies.

2.3. Bid Prices

Contracts resulting from this Request for Bids shall be fixed-price contracts. Bid prices submitted in response to this RFB shall remain firm.

2.3.1. Price Adjustment

Vendors should assume that no such price adjustment will be permitted when preparing bids to respond to this RFB.

2.4. Insurance Requirements

The contractor is responsible for all injuries caused by his equipment while performing all operations of this contract.

2.4.1. Each successful bidder shall maintain insurance which, at a minimum, shall include the following types of insurance and coverage limits:

2.4.1.1. Workers’ Compensation as required by the laws of the State of Mississippi.

2.4.1.2. Comprehensive General Liability or Professional General Liability with minimum limits of \$1,000,000.00 per occurrence.

2.4.2. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

2.4.3. The Contracting Agency shall include insurance certifications in their bid packet.

Section 3. Bid Submission Format

3.1. COMMENTS AND SUBMISSION

3.1.1. Any questions or comments regarding the proposal should be submitted to:

Letha Richards, Special Projects
Coahoma Community College
Email: lrichards@coahomacc.edu

3.1.2. Sealed proposals in sealed envelopes, clearly showing the BID #, will be accepted until 10:00 a.m. CST on Wednesday, March 26, 2025, at the Vivian M. Presley Administration Building, Attn: Business Office, 3240 Friars Point Road, Clarksdale, Mississippi 38614.

3.1.3. Bid Opening: March 26, 2025, at 1:00 pm CST

3.1.4. Bids must be clearly marked with the appropriate bid number. The College is not accepting electronic bids.

3.1.5. Bidders may obtain detailed specifications and additional information from the College website: <https://www.coahomacc.edu/openbids/index.html> and on the Mississippi’s Apex Accelerator Program at https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=False.

3.1.6. All bids must comply with the specifications provided. The Board of Trustees for Coahoma Community College reserves the right to reject any or all bids.

3.1.7. Proposals shall be clearly identified and marked as follows:
“**BID # 9881** - LAWN MAINTENANCE SERVICES: President’s Residence”

3.1.8. Timely submission of the bid package is the sole responsibility of the Bidder. Bids received after the specified time shall be rejected and remain unopened in the procurement file. The Bidder assumes all risks regarding the delivery of the bid. Coahoma Community College will not be responsible for delivery delays, packages lost in the delivery process, or delivery errors.

3.1.9. Submit bids on Bid Tabulation Form. Failure to submit a bid on the bid Tabulation form provided will be considered a cause for rejection of the bid. Modifications or additions to any portion of the bid document may be cause for rejection of the bid.

3.1.10. All Bids must include the Vendor Data Form, the Supplier/Subcontractor Data Sheet, and the Relevant Project Experience & Reference Sheet. Failure to submit completed forms listed here will be considered a cause for rejection of the bid.

3.1.11. Bids submitted via facsimile or email will not be accepted.

3.1.12. Coahoma Community College accepts no responsibility for any expense incurred by any bidder in preparing and presenting a bid. Such expenses shall be borne exclusively by the Bidder.

3.1.13. Independent Price Determination: By submitting a bid, the Bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purposes of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the bid. The quoted prices shall include but are not limited to, all required equipment and/or materials, all required insurance, all required overhead, all required profit, and all required licenses, certifications, fees, or permits.

3.1.14. Withdrawal of a Bid: A bidder may withdraw a bid before the time set for opening bids by making a written request to Coahoma Community College, Attn: Letha Richards. No explanation is required.

3.1.15. Debarment: By submitting a bid, the Bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or federal government.

3.1.16. Minor Informalities: Coahoma Community College reserves the right to waive or allow Bidders to correct any minor informalities in the submitted bid package, to the extent such waiver or correction does not prejudice other bidders, meaning the waiver or correction's effect on price, quantity, quality, delivery, or contractual conditions is negligible.

3.1.17. No Contractual or Property Rights: Consistent with existing State law, no Bidder shall infer or be construed to have any rights or interest to a contract issued under this PVL until final approval is received from all necessary entities and until both the Bidder and a Contracting Agency have executed a valid contract. No property rights inure to any Bidders except for compensation for work performed under a valid, executed contract.

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

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 Coahoma Community College 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

Printed Name of Person Completing

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

BID TABULATION FORM

(See Excel Worksheet)