

East Mississippi State Hospital Community Services Division – Newton Campus
 Newton, Mississippi
Request for Bids: Grounds Maintenance Services

1. PURPOSE

East Mississippi State Hospital Community Services Division – Newton Campus (EMSH CSD-Newton Campus) is seeking a contractor to perform grounds maintenance services for the contract period beginning April 13, 2023, and ending October 31, 2023. The properties involved are:

East Mississippi State Hospital Community Services Division – Newton Campus	701 Northside Drive Newton, Mississippi 39345
Staff Housing	603 New Ireland Road Newton, Mississippi 39345
Vacant Lot #1 South of New Ireland Road	605 New Ireland Road Newton, Mississippi 39345
Vacant Lot #2 South of New Ireland Road	607 New Ireland Road Newton, Mississippi 39345
Evandale Home	609 New Ireland Road Newton, Mississippi 39345
<i>Footprints</i> Adult Day Services	851 Northside Drive Newton, Mississippi 39345

2. BIDDING PROCESS

- A. Bids will only be accepted if they include all properties.
- B. Bidders must inspect the grounds prior to submitting Bid. The date and time of inspection will be documented on the submitted bid information. Bidders must contact Nathan Griggs, EMSH Physical Plant Director, to schedule date and time for inspection (Phone: 601-581-7793; E-mail address: ngriggs@emsh.ms.gov).
- C. Bidders are strongly encouraged to attend the pre-bid conference to be held at 10:00 AM, Wednesday, April 5, 2023, in the Administration Building Conference Room at EMSH CSD-Newton Campus. Questions and information requests that come up during this bidding process will be addressed to the group at that time. Specific details and expectations will be announced during this meeting.
- D. **All bids are due by 4:30 PM on Wednesday, April 12, 2023.**

By Post: Attn: Andrea Davis – BID FILE #2023-01
 East Mississippi State Hospital Business Services
 1818 College Drive
 Meridian, MS 39307

By Courier/Hand Delivery: Attn: Andrea Davis – BID FILE #2023-01
 East Mississippi State Hospital Business Services
 5701 North Hills Street
 Meridian, MS 39307

1. Bids submitted after that time and date will not be opened.
2. Bids that are incomplete or do not provide all the required information will not be considered.
3. Bidders who do not meet the minimum standards of this proposal will not be considered.
4. East Mississippi State Hospital (EMSH) has the sole right to determine what does and does not meet the requirements in this Request for Bid.

3. SCOPE OF WORK

- A. The Bidder shall furnish all labor, tools, materials (including mulch for bedding and landscaping), equipment, and supervision necessary for the performance of all operations incidental to **mowing, edging, weed trimming, hedge/shrub trimming, and maintaining bedding/landscaping** to keep a neat and orderly appearance of the listed EMSH CSD-Newton Campus properties.
 1. Bidder shall maintain all equipment required to fulfill contract in a safe and operable condition.
 2. Training and supervision of employees is the sole responsibility of the Bidder. Bidder shall be provided with rules concerning interaction with individuals receiving services on EMSH CSD-Newton Campus grounds which Bidder shall be responsible for communicating to all employees.
 3. Bidder is solely responsible for the safety of its employees.
 4. The successful Bidder must demonstrate to East Mississippi State Hospital that its equipment and personnel are adequate to perform the specified duties and responsibilities.
- B. The frequency and performance of the work shall be in accordance with the detailed specifications as set forth in this contract.
- C. Bunches and rows resulting from mowing shall be removed or raked out. Discharge from mowers does not need to be collected, but it must be evenly distributed (i.e., no clumping or rows left by mowers).
- D. After mowing and trimming, grass clippings and other litter or debris shall be **immediately** swept off sidewalks and other paved areas.
- E. Trimming shall occur around all structures and ornamentation in the specified areas. Bidder shall avoid damaging desirable trees and plants during the trimming.
- F. Bidder shall be responsible for any damage sustained to private or public property, and personal injuries (i.e., glass breaks, person hit by flying object, etc.).

- G. Bidder shall cooperate fully with all investigations EMSH may conduct concerning damages or injuries which may occur subsequent to or in proximity of mowing operation, including but not limited to, access to personnel and access to equipment.
- H. EMSH CSD-Newton Campus Maintenance/Grounds staff shall make every attempt to remove trash, limbs, and other debris prior to mowing, however, **debris will be removed by Bidder from the path of mowers prior to cutting, and mowers are not to mow through trash which may accumulate between litter servicing.**
- I. Bidder shall confer with the Nathan Griggs, EMSH Physical Plant Director, regarding the mowing schedule.
 - 1. Established schedule is subject to change due to weather, special events, or other consideration. Both parties shall agree on changes to schedule mowing prior to the due date.
 - 2. **Weekly** mowing/maintenance is **anticipated** in the scope of this contract.
- J. EMSH shall have sole discretion to determine whether work performed meets the standards of requirements of contract and when each cutting/maintenance is complete. Each mowing/maintenance must be signed for by Billy Billups, EMSH CSD-Newton Campus Maintenance/Grounds Team Lead, or authorized EMSH CSD-Newton Campus Maintenance/Grounds designee at the conclusion of each mowing/maintenance.

4. REQUIREMENTS OF BIDDER

- A. Successful Bidder shall provide an itemized statement specifying sites which were mowed and/or maintained, dates each was mowed/maintained and cost per site per mowing/maintenance. Invoices shall be submitted to the EMSH Accounting Department. Payment is made only after the completion of work. The State of Mississippi reserves the right to pay invoices within forty-five (45) days of receipt of the invoice. (Refer to Section #3.J. regarding confirmation of each mowing/maintenance by the EMSH CSD-Newton Campus Maintenance/Grounds Team Lead or authorized EMSH CSD-Newton Campus Maintenance/Grounds designee).
- B. Upon selection, Bidder shall produce proof of General Liability insurance in the amount of \$1,000,000, Workers' Compensation Insurance, and Auto Liability Insurance with Limits of \$300,000 or equivalent, before the contract is considered valid. Failure or unwillingness to produce proof of insurance shall disqualify any Bidder even after contract is awarded.

BID FORM
East Mississippi State Hospital Community Services Division – Newton Campus
GROUNDS MAINTENANCE SERVICES CONTRACT

The undersigned offers to supply all the equipment, material, labor, and workmanship to fulfill the work of East Mississippi State Hospital Community Services Division – Newton Campus (EMSH CSD-Newton Campus) as specified at the prices set out below. The undersigned confirms that the information on this Bid Form is accurate in all respects.

1. OVERALL BIDS

- A. EMSH CSD-Newton Campus, 701 Northside Drive: \$_____ per mowing/
edging/weed trimming
- B. Staff Housing, 603 New Ireland Road: \$_____ per mowing/
edging/weed trimming
- C. Vacant Lots #1 & #2, 605 & 607 New Ireland Road: \$_____ per mowing/
edging/weed trimming
- D. Evandale Home, 609 New Ireland Road: \$_____ per mowing/
edging/weed trimming
- E. *Footprints* Adult Day Services, 851 New Ireland Road: \$_____ per mowing/
edging/weed trimming
- F. Hedge/Shrub Trimming _____ # of Trimmings \$_____ per trimming
- G. Bedding/Landscaping _____ # of Occurrences \$_____ per occurrence

2. TIMING

Should this contract be accepted, I/we agree to begin the work as soon as EMSH determines there is a need.

3. REQUIRED INFORMATION

- A. Upon award of contract, proof of \$1,000,000 General Liability insurance
- B. Proof of current Workers' Compensation insurance
- C. Proof of \$300,000 Auto Liability insurance

4. VERIFICATION OF SITE INSPECTION

I certify that on _____ (date), I inspected all the work sites for which I have submitted a bid.

5. SIGNATURES

I agree that I have read and understand the terms of the specifications for the proposal I am submitting. I submit the cost proposals as a firm bid for services to be provided for the period specified in the proposal. I understand that this proposal is submitted for consideration of entering into a services contract with East Mississippi State Hospital and are subject to Mississippi bidding statutes and the Mississippi Public Procurement Review Board. **I understand any and all bids may be rejected by East Mississippi State Hospital.** I understand that I may be called for an interview prior to the award of any contract for grounds maintenance services. I understand that I will be responsible for complying with all terms of this proposal and subsequent contract prior to commencement of services and failure to comply with any term(s) of the contract may result in forfeiture of the contract.

SIGNED AND SEALED BY:

Signature

Printed Name of Contractor

Company Name (If Applicable)

Address of Contractor

Telephone Number(s)

Fax Number(s) (If Applicable)

E-mail Address(es)