

## 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)***

The intent of this procurement is to award an annual contract with an optional renewal option to a qualified Contractor for providing lawn care services at the **main campus** located at 3240 Friars Point Road in Clarksdale, Ms.

**Areas Included:** All grass areas except those noted below on the main campus, such as areas around buildings, grassy areas along Mackey Lake, Fitness Trail, Open field in front of the President's residence, Entrances to the campus and masonry walls, and the grass areas outside of the gate to the main road. Stated areas are grouped and broken down into separate categories on the Bid tabulation form.

**Areas not included: The Football, Baseball, and Softball Fields and the Presidential Residence are not included.**

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. After 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 11:30 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 2:00 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 11:30 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](mailto: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**

Coahoma may award multiple contracts for the procurement of stated services and may not include all services in the contract. Vendors may bid on all categories, a single category, or any number of categories.

2.1.1. Coahoma Community College is seeking bids for lawn maintenance on its main campus at 3240 Friars Point Road, Clarksdale, MS.

2.1.2. The campus grounds include all lawn areas at the main campus, and professional services may consist of mowing, blowing, and debris removal, trimming and edging, pruning, aeration, weed/disease control, mulching, occasional planting, and spraying for pre- and post-emergent weed control. Some Services are grouped together in separate Categories. Refer to the Tabulation form.

2.1.3. A unique maintenance plan is required for maintaining the Social Sciences Plaza and the Masonry Walls at the front entrances. **Refer to section 2.1.15.**

#### **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 in the bid tabulation.

**2.1.4.1. Mowing Requirements:** The contractor shall be responsible for mowing the grass on the entire campus 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.

2.1.4.3. The Contractor shall cut the grass in the open field on the south end of the President's residence. The frequency may vary. The contractor should discuss frequency with the College designee to make necessary adjustments. **The number of cuts may not exceed the frequency listed on the Tabulation form.**

2.1.4.3. The contractor should work with the College designee to schedule mowing operations that do not interfere with classroom instruction.

#### **2.1.5. BLOWING AND DEBRIS REMOVAL**

**2.1.5.1. Blowing Requirements:** Contractor shall remove all trimmings, leaves, and clippings off of roadway, sidewalks, paths, walkways, entrance areas, curbs, pavilions, dumpster areas, parking lots, and other surface areas. Grass clippings and trimmings shall be removed from sidewalks and other paved areas the same day the grass is cut. The contractor shall not blow litter, leaves, and other debris onto streets, adjacent streets, 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 before moving to the next mowing location.

2.1.5.3. The contractor shall not remove machinery, parts, equipment, or any items of this nature from the campus. The contractor shall inform the college designee of these items if they impede them from cutting the grass or present an unsightly appearance.

### **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 buildings, curbs, sidewalks, walkways, driveways, and walking trails. 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. The contractor shall notify the College of any safety issues, waste debris, or large illegally dumped materials.

2.1.7.3. Flowering trees and shrubs shall not be pruned while in bloom or when pruning will inhibit blooming.

2.1.7.4. All trees or shrubs in parking areas or near walkways will be trimmed to ensure the tree/shrub does not impede parking, walking, or sign obstruction.

### **2.1.8. AERATION**

All appropriate lawn areas shall be aerated yearly in the spring, excluding ball field and embankment areas.

### **2.1.9. WEED/DISEASE CONTROL**

The contractor shall remove grass and weeds from cracks in all sidewalks, curbs, parking areas, graveled areas, asphalt or concrete paved areas, 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 the campus, 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. 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.

#### **2.1.14. 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.

### **2.1.15. SOCIAL SCIENCES PLAZA MAINTENANCE**

The Outdoor Learning Plaza is located between Curry Hall, Whiteside Hall, and the Dickerson-Johnson Library. It consists of hardscape elements such as 2" concrete pavers with sand-swept joints (the edge paver is set in mortar, locking the interior pavers into place), concrete chalkboard walls, concrete seat walls, a fountain, and an amphitheater with artificial turf. The landscape in the plaza has four mature magnolias, one mature oak, and a mixture of deciduous and evergreen shrubs, ground cover and grasses - (see the plant list). Mulch consists of pine straw and a 2"-3" Mexican river rock. The plaza should be regularly maintained per the following guidelines.

**NOTE: Maintenance for the Plaza should include all seasons, even though maintenance will decrease in winter.**

#### **2.1.15.1. Mowing/Weed Eating/ Edging/ Blowing (South Entrance Outside the Social Sciences Plaza),**

**2.1.15.1.1. Mowing:** The contractor shall only mow at the south entrance of the roundabout plaza. Only a push mower should be used in this area. Grass should be cut on high between 4 and 5 inches. The College Designee will decide on the height after the first few cuts. This should be done weekly.

**2.1.15.1.2. Weed Eating:** The contractor should not use a weed eater inside the Plaza to remove unwanted weeds. Pulling unwanted weeds from this area is required. The contractor will use a weed eater in all regions outside the Plaza, as described in the Trimming and Edging section. This should be done weekly.

**2.1.15.1.3. Edging:** The contractor should edge eat all areas described in the Trimming and Edging section.

2.1.15.1.4. Blowing: The contractor should blow the Plaza weekly, taking care not to blow the sand from between the Pavers.

### **2.1.15.2. Landscape Maintenance Program for the Social Sciences Plaza**

**2.1.15.2.1. Pruning:** The contractor shall perform light pruning throughout the year to maintain shape and remove dead or damaged branches.

**2.1.15.2.2. Fertilization:** The contractor shall apply a slow-release fertilizer in early spring to promote healthy growth.

### **2.1.15.3. Deciduous Plant Material in the Social Sciences Plaza**

**2.1.15.3.1. Pruning:** The contractor shall prune in late winter or early spring before new growth begins and remove dead, diseased, or crossing branches to improve air circulation.

**2.1.15.3.2. Fertilization:** The contractor shall apply a balanced fertilizer in early spring as the plants emerge from dormancy.

**2.1.15.3.3. Leaf Removal:** The contractor shall regularly remove fallen leaves in the autumn to prevent disease and maintain a tidy appearance.

### **2.1.15.4. Pine Straw & River Rock Mulch**

**2.1.15.4.1. Application:** The contractor shall apply pine straw mulch in spring and refresh it throughout the year to maintain a consistent layer. Consult with the College designee to see if changes were made to the type of mulch they will use.

**2.1.15.4.2. Weed Control:** The contractor shall promptly monitor for weeds and remove them to prevent resource competition. Only use a hand pull to remove weeds. There is no weed eating in the Plaza area.

**2.1.15.4.3. Edge Maintenance:** The contractor shall maintain a clean edge along planting beds to contain the mulch and enhance the overall appearance.

### **2.1.15.5. Seasonal Tasks for the Social Sciences Plaza**

**Spring:** The contractor shall focus on pruning, fertilization, and refreshing mulch. Inspect for any winter damage and address as needed.

**Summer:** The contractor shall monitor watering needs, especially during hot and dry periods. Continue regular pruning and weed control. Notify the College Designee if the sprinkler system needs adjustment.

**Autumn:** The Contractor shall remove fallen leaves from deciduous plants, prune as necessary, and prepare plants for winter by applying a layer of mulch for insulation.

**Winter:** The contractor shall perform dormant pruning and inspect evergreens for winter damage.

#### **2.1.15.6. Additional Items**

**2.1.15.6.1. Pest Management:** The contractor shall regularly inspect plants for pests and treat them as necessary with environmentally friendly solutions.

**2.1.15.6.2. Record Keeping:** The contractor shall maintain detailed records of all maintenance activities, including dates of fertilization, pruning, and pest treatments.

**2.1.15.6.3. Magnolia leaves:** The contractor shall regularly clean the leaf drops and cones of magnolias. The contractor shall also remove the seed oil of the Magnolia Tree from the concrete Pavement on the plaza and sidewalks, taking care not to damage these surfaces.

**2.1.15.7. Vehicle use on the Social Sciences Plaza:** Cars, trucks, golf carts, and four-wheelers are not allowed on the Plaza.

#### **2.2. Contract Deliverables**

2.2.1. Provide a Lawn maintenance schedule for all contracted services within one week of starting.

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](mailto: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 2:00 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](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 # 9880 - LAWN MAINTENANCE SERVICES: Main Campus**”

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.

## APPENDIX A: LIST OF PLANTS ON THE SOCIAL SCIENCE PLAZA

### COMMON NAME / BOTANICAL

#### NAME

#### TREES

---

BLACK GUM / NYSSA SYLVATICA

MUSKOGEE C.M. / LAGERSTROEMIA INDICA X FAURIEI 'MUSKOGEE'

LUSTER LEAF HOLLY / ILEX LATIFOLIA

#### SHRUBS

---

EMERALD SNOW LOROPETALUM / LOROPETALUM CHINENSE `SHANG WHITE`

VINTAGE JADE DISTYLIUM / DISTYLIUM 'VINTAGE JADE'

LITTLE KITTEN MAIDENGRASS / MISCANTHUS SINENSIS 'LITTLE KITTEN'

NEEDLEPOINT HOLLY / ILEX CORNUTA 'NEEDLEPOINT'

SOFT CARESS MAHONIA / MAHONIA EURYBRACTEATA 'SOFT CARESS'

TEA OLIVE / OSMANTHUS FRAGRANS

#### GROUND COVER & SPECIALTY

---

BIG BLUE LIRIOPE / LIROPE MUSCARI 'BIG BLUE'

ASIATIC JASMINE / TRACHELOSPERMUM ASIATICUM

GRAVEL NEW MEXICO RIVER ROCK - 2"-3" SIZE

MULCH PINE STRAW - LONG LEAF PINE (FREE OF STICKS)

### 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)**