

## 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 Coahoma Community College Gycelle Tynes Building located on Friars Point Road next to the Double Quick Store. (Old Clarksdale Municipal District Building)

**Areas Included:** All grass areas in property area.

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.	March 26, 2026
RFB Second Posting in local paper and college website.	April 2, 2026
Pre-Bid Conference	<b>None</b>
Questions and Requests for Clarification Due	April 8, 2026, at 5:00 pm CST

Anticipated Posting of Answers to Questions	April 10, 2026
Bid Package Submission Deadline	April 15, 2026, at 10:00 am CST
Bid Opening	April 15, 2026, at 2:00 pm CST
Anticipated Date of the Notice of Intent to Award	April 17, 2026
Contract Awarded	April 24 – April 27, 2026

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. A Pre-Bid Conference will not be held or this request. However, bidders should visit the site and ask questions via email if clarification is needed. The College Designee will respond to all inquiries and questions via email and post responses on the College’s website.

1.4.2. All 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 April 8, 2026, 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 by April 10, 2026.**

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 will award one contract 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 at the **Coahoma Community College** Coahoma Community College Gycelle Tynes Building located on Friars Point Road next to the Double Quick Store. (Old Clarksdale Municipal District Building)

2.1.2. The property grounds include all lawn areas within property lines. The professional services will consist of mowing, blowing, and debris removal, trimming and occasional edging, pruning, 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. 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 from.

**2.1.3.1. Mowing Requirements:** The contractor shall be responsible for mowing the grass on the entire property every seven (7) days or as weather permits to maintain an appropriate height of 2 -2.5" 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.

2.1.3.2. 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.

2.1.3.3. The Contractor may also provide service outside of the fenced area along the main road at the request of the College.

2.1.3.4. The contractor should work with the College designee to schedule mowing operations that do not interfere with scheduled events.

#### **2.1.4. BLOWING AND DEBRIS REMOVAL**

**2.1.4.1. 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.

**2.1.4.2. 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.

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

#### **2.1.5. 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, 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.

**2.1.5.1. 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.

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

2.1.5.1.2. 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.

**2.1.5.2. 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.**

## **2.1.6. 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.

**2.1.6.1. 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.

2.1.6.2. The contractor shall notify the College of any safety issues, waste debris, or large illegally dumped materials.

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

2.1.6.4. 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.

**The contractor should expect to clip hedges every other cut.**

#### **2.1.7. 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.**

#### **2.1.8. 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 or purchase flowers for the Contractor to plant.

#### **2.1.9. CHEMICAL USE and PRE/POST EMERGENT WEED CONTROL**

2.1.9.1. **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.

2.1.9.2. **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.

2.1.9.3. 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.

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

2.1.9.5. 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.

**Contractors must be licensed to use these chemicals.**

#### **2.1.10. SPECIAL EVENTS**

During the Contract period, an event may be scheduled at this property, which requires maintenance operations to be concentrated and timed to provide an optimum appearance. **These operations should be coordinated between the Property Site Director 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 Site Director will provide written notification of such an event, with an outline of the maintenance operations to be conducted 2 - 4 weeks in advance of any special event to allow time for all operations to be completed.

#### **2.1.11. 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.

#### **2.1.12. DAMAGES AND INJURIES**

2.1.12.1. 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.

2.1.12.2. 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.

2.1.12.3. 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.

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; and,

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 may reserve the right to request certificates of insurance directly from the Vendor's insurance carrier regarding the required coverage.

### 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, Chief of Staff  
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, April 15, 2026, at the Vivian M. Presley Administration Building, Attn: Business Office, 3240 Friars Point Road, Clarksdale, Mississippi 38614.

3.1.3. Bid Opening: April 15, 2026, 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 # 9887 - LAWN MAINTENANCE SERVICES: Coahoma Community College Gycelle Tynes Building**

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

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Printed Name of Person Completing

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Signature of Person Completing

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

**BID TABULATION FORM**

**(See Excel Worksheet)**