

MCCOMB SCHOOL DISTRICT  
BID  
2023 – 2026



MAIL OR DELIVER ALL RESPONSES TO:  
MCCOMB SCHOOL DISTRICT  
695 MINNESOTA AVENUE  
MCCOMB, MS 39648

**REQUEST FOR PROPOSAL (RFP)  
FOR  
LAWN AND GROUNDS MAINTENANCE FOR  
MCCOMB SCHOOL DISTRICT**

**Purpose**

McComb School District (MSD) invites qualified lawn and grounds maintenance firms in Mississippi to submit a proposal to assist the District with lawn and ground maintenance service. The District reserves the right to select firms and anticipates entering into an agreement with the selected firm upon mutual agreement of the McComb School District Board of Trustees.

Responses to this proposal must be submitted in a sealed package or emailed no later than April 14, 2023 at 2:00 pm to:

McComb School District  
695 Minnesota Avenue  
McComb, MS 39648  
Attn: Proposal for Lawn and Grounds Maintenance  
[bershellc@mccomb.k12.ms.us](mailto:bershellc@mccomb.k12.ms.us)

All requests for clarification, additional information, or appointments related to this RFP must be submitted in writing, fax or email on or before March 31, 2023 to:

**Germaine Turner Nash**  
**Director of Facilities, Maintenance and Operations**  
**601.248.5374**  
**Fax: 601.249.5141**  
[nashg@mccomb.k12.ms.us](mailto:nashg@mccomb.k12.ms.us)

**Reservation of Rights**

This RFP is issued to invite vendors to submit information and/or quotes. Issuance of this RFP in no way constitutes a commitment by the MSD to select a vendor and/or reward a contract. The McComb School District Board of Trustees reserves the right, without prejudice, to reject any or all proposals not in compliance with the RFP specifications and may exercise the right to accept or reject any or all proposals submitted.

**Qualification Requirements**

Applicants who respond to this RFP must meet the following minimum requirements:

1. The Contractor shall perform everything required in accordance with the proposal specifications, contract document and any special instructions prepared in connection with complete lawn and grounds maintenance service per summary of work in proposal specifications for McComb School District. Contractor shall provide and furnish all of the labor, materials, equipment and services required to perform and complete in a satisfactory manner, all work required in said contract.
2. The Contractor shall be paid for completion of all work identified in the contract specifications. McComb School District expects services to be rendered at least at least 32 times per year for the contract period. The contract period is beginning July 1, 2023 and ending June 30, 2026. Payments shall be made on a monthly basis upon submittal of an invoice for services rendered.

3. The Contractor is required to furnish the Owner original Certificates of Insurance for Workers' Compensation, General Liability and Automobile Liability. McComb School District must be listed as an additional insured. The minimum coverages for all required insurances is \$1 million per occurrence. Certificates of Insurance must have a 30 day notice of cancellation.
4. No oral changes will be allowed or made. The contract can only be changed by an agreement in writing signed by both the Owner and the Contractor.

### Scope of Services

1. The areas to be maintained are as follows and are designated in green on the provided maps:

McComb School District Administration Building – 695 Minnesota Avenue, McComb  
Kennedy Early Childhood Center – 207 South Myrtle Street, McComb  
Otken Elementary School – 401 Montana Avenue, McComb  
Summit Elementary School – 1201 Baldwin Street, Summit  
Higgins Middle School – 1000 Elmwood Street, McComb  
Denman Junior High School – 1211 Louisiana Avenue, McComb  
McComb High School – 310 7<sup>th</sup> Street, McComb  
Business and Technology Complex – 1003 Virginia Avenue, McComb  
Tiger Activity Complex/Alternative School – 906 Louisiana Avenue, McComb  
Summit Learning Center – 411 A St. Augustine Street, McComb

Interested contractors may physically view the areas in person by appointment. To schedule an appointment, please contact:

Germaeyne Turner Nash  
Director of Facilities, Maintenance and Operations  
601.248.5374  
Fax: 601.249.5141  
[nashg@mccomb.k12.ms.us](mailto:nashg@mccomb.k12.ms.us)

It is the responsibility of the contractor to understand the job requirements prior to presenting a proposal.

2. The contract will encompass all landscape services, including at a minimum the following services:
  - All mowing, trimming, clean-up, plant and bed care, weeding, mulching, pruning and leaf removal will be performed at least 32 times each year:

January – March and August – December: Twice per month  
April – July: Once per week

These services may be performed more often if necessary to maintain a neat appearance.

- Mowing: All lawns/grass shall be mowed, edged and trimmed around obstructions according to the above schedule and as often as necessary to maintain a neat appearance. During periods of heavy rain or drought, the mowing frequency may be allowed to

change accordingly. Mowing direction shall be alternated to provide a uniform look to the lawns.

- Trimming: Trimming around trees, beds, fences and other fixed objects in the lawn/grass shall be performed weekly and with each mowing. Trimming around sidewalks and curbs shall be performed every other mowing or as needed to maintain a sharp edge between the concrete areas and the lawn/grass. All primary entrances to all locations must be trimmed without chemicals including bus loading zones. The contractor may use herbicide to trim/edge sidewalks, curbs and fencing with a maximum width of two (2) inches. Damage to plant materials due to trimming shall be replaced by the contractor within 10 days.
- Tree and Shrub Care: Trim branches from buildings. Maintain canopy. Remove dead/dying branches if possible. Report problem trees to Maintenance Department. No tree shall be removed without consultation with and permission from McComb School District. Large shrubs shall be maintained in similar manner.
- Clean-Up: Removal of all trash prior to mowing each occurrence. Grass clippings will be removed from all hard surfaces prior to departure each time contractor's employees perform work at any location. All trash and debris is to be removed from the property before departure.
- Plant and Bed Care: Maintain bed configurations. Maintain a trenched edge or cleared border. Excess soil/grass shall be removed from the property and not allowed back into the bed.
- Weeding: Weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of removing unwanted plants in mulched beds, taking care to remove the root of these plants. Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad spectrum herbicide as needed.
- Pruning: Trees, shrubs and plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers and dead, damaged or diseased wood in the spring after flowering or late summer depending on specific species requirements.
- Leaf Removal: Leaves shall be removed from all locations as required.
- Fertilization: Fertilize all lawns, beds and trees in accordance with species needs and agricultural best practices.

#### **General Conditions and Provisions**

1. In order to maintain a uniform appearance, all areas at any given location must be completed within 48 hours of starting. It will be necessary for the contractor to coordinate cuttings around school times and after hour events to avoid hazardous conditions.
2. The contractor will be responsible for any damages that may be caused to either school property or private property during the course of execution of their duties.

3. Contractor will hold harmless and indemnify McComb School District, its employees, officers and agents of and from any and all claims by third parties, including attorney's fees and other expenses.
4. The contractor shall provide a comprehensive and detailed list of all equipment that will be utilized to fulfill this contract. The district will use this list to determine if sufficient resources exist to properly fulfill this contract.
5. McComb School District reserves the right to refuse any and all proposals. McComb School District shall choose the lowest and best proposal using its sole discretion to evaluate all proposals based on the pricing, best overall value, completeness and content of the proposal, and the Contractor's experience with similar projects and ability to provide the required services.
6. The District may terminate their participation in this contract in whole or part with thirty (30) days' notice, for their convenience, or because of failure of the contractor to fulfill the contract obligations in any respect.

**Statement of Qualifications**

Applicants who respond to this Request for Proposal must submit the following information as part of the completed proposal:

1. Official Contact name, title, email address, phone number including area code, and address.
2. Contractor's estimated rate to cut each location listed in the Scope of Services above.
3. Contractor's estimated rate to landscape all locations listed in the Scope of Services above.
4. Contractor's standard billing rates for additional work/services that may be required outside the original Scope of Services indicated above such as storm-related clean up and replacing dead flowers and plants, pine straw and mulch.
5. Current or previous work (within the last 5 years) to that described in the Scope of Services indicated above, including the name, address and contact for each organization referenced.