**Marshall County Board of Supervisors**

**111 S. Market Street**

 **Holly Springs, MS 38635**

**662-252-7903**

REQUEST FOR PROPOSALS:

The Marshall County Board of Supervisors invites you to bid on providing custodial services for the following

1. Marshall County Courthouse, 128 E Van Dorn, Holly Springs, MS
2. Marshall County Courtroom B, 107 S. Market St., Holly Springs, MS
3. Marshall County Board of Supervisors Board Room, 105 S Market St., Holly Springs, MS
4. Marshall County Tax Assessor’s Office, 103 B S Market St., Holly Springs, MS
5. Marshall County Tax Collector’s Office, 103 A S. Market St., Holly Springs, MS
6. Marshall County Extension Office, 120 S. Spring St., Holly Springs, MS 38635
7. Marshall County Youth Services/ EMA Office, 136 N. Alderson St., Holly Springs, MS
8. Marshall County Justice Court Complex and E 911 Office, 819 West St., Holly Springs, MS
9. Marshall County Byhalia Substation, 1311 Hwy 309 N, Byhalia, MS
10. Marshall County Zoning Office, 590 Hwy 178 E, Holly Springs, MS
11. Marshall County IDA, 520 J.M. Ash Dr., Holly Springs, MS

as specified in the bid documents. Bid documents are available upon request from County Administrator’s Office. Sealed proposals will be received until 10:00 a.m., October 19, 2020, at the above address at which time they will be opened publicly and read.

INSTRUCTIONS FOR BIDDER:

The Marshall County Board of Supervisors reserves the right to reject any and/or all bids, to waive all formalities in bidding, to be the sole judge of quality and equality of the bid proposals and to award the contract to the most desirable bidder.

Envelopes containing bids must be sealed and marked in the outside lower left hand corner: Marshall County Custodial Services, October 19, 2020 at 10:00 a.m.

All bids must be submitted on a County Bid Proposal Form and signed by the bidder.

Marshall County Board of Supervisors are exempted from all sales and use taxes under the provisions of Title, Chapter, and Section Code of Mississippi.

All prices submitted on the proposal are to be comprehensive.

The contract for service will be put into effect by means of a board order executed after tabulations are compiled and the bid is awarded by the Marshall County Board of Supervisors

Any questions regarding the bid process or specifications should be directed to:

 Donna Cooper

 Marshall County Administrator’s Office

 111 S. Market Street

 Holly Springs, MS 38635

Phone: 662-252-7903

Email: dcooper@marshallcoms.org