**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/janitorial services for the following:

1. Marshall County Sheriff’s Department Offices, 819 West Street, Holly Springs, MS
2. Osborne Bell Justice Court Complex, 813 West St., Holly Springs, MS
3. Marshall County Sheriff’s & Tax Collector’s Substation, 1311 Hwy 309 N, Byhalia, MS
4. Marshall County Youth Court, 819 West Street, Holly Springs, MS (Old Justice Court Building)

Bid documents are available upon request from the County Administrator’s Office. Sealed proposals will be received until 10:00 a.m., March 18, 2024, at the above address, or bids may be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com) at which time they will be opened publicly and read.

INSTRUCTIONS FOR BIDDER:

Envelopes containing bids must be sealed and marked in the outside lower left hand corner: **Marshall County Custodial/Janitorial Services, March 18, 2024 at 10:00 a.m.**

All bids must be submitted on a County Bid Proposal Form and signed by the bidder. Bidder must also have proof of general liability insurance for an amount not less than 1,000,000.00 and that proof shall be included in your bid packet. All prices submitted on the proposal are to be comprehensive.

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

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:

**Karen Smith**

**Marshall County Buildings & Grounds**

**111 S. Market Street**

**Holly Springs, MS 38635**

**Phone: 662-252-7903**

**Email:** [**ksmith@marshallcoms.org**](mailto:ksmith@marshallcoms.org)

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.

This the 5th day of February, 2024

Tim Powell, Marshall County Administrator