



Lauderdale County Board of Supervisors
2600 Courthouse Blvd, 2nd Floor
Meridian, Mississippi 39301
601-482-9746 - Main
601-482-9744 - Fax



BID PACKET

ANNUAL TERM BID FOR PERIOD: FEBRUARY 01, 2026, THROUGH JANUARY 31, 2027

FOR

BID NO. 4021: PROFESSIONAL TREE CUTTING SERVICES/TREE SURGERY

PACKET INCLUDES THE FOLLOWING:

- Purpose & Overview
- Scope of Services
- Vendor Responsibility
- General Conditions
- Signage & Safety Requirements
- Bid Proposal Form
- Bid Information & Agreement
- Qualifications & Additional Information
- Bid Instructions
- Certification
- Vendor Data Form
- Vendor Reference
- Addenda Form

BIDS ARE DUE NOT LATER THAN 1:00 P.M. ON BID OPENING DAY.

NO LATE BIDS WILL BE ACCEPTED.

BID OPENING: Friday, January 09, 2026, at 2:00 P.M.

THIS PACKET MUST BE COMPLETED AND ITS ENTIRE CONTENT RETURNED WITH YOUR BID

Company Name

PURPOSE AND OVERVIEW

The Lauderdale County Board of Supervisors seeks proposals from interested qualified and experienced businesses to provide tree cutting/surgery services throughout the County on an “as needed” basis that has been deemed necessary by the Road Department. Qualified businesses must demonstrate considerable experience directly related to the services to be provided and be licensed.

SCOPE OF SERVICES

The purpose of this BID is to invite prospective vendors to submit a bid to supply professional tree services to Lauderdale County. The County is seeking to remove and dispose of designated trees, and possible other services as necessary as determined by the Road Manager.

The Vendor must demonstrate that it is fully capable and qualified to perform the following services as specified in this BID:

- All work necessary for the removal and disposal of Trees (alive or dead) within the County.
- The work will include providing all necessary traffic control, labor, materials, and equipment required to complete this task.
- The Vendor will be required to cut down the designated tree(s)/or large branches and prep for disposal.
- Trees should be cut into 10 foot or less sections and staged for hauling by the Road Department.
- Trees are to be taken down within ten (10) working days of notification.
- No tree(s) is to be cut on private property, unless specifically authorized to do so by the Road Manager or Assistant Road Manager.
- The vendor may be asked on occasion to grind the stumps. All stumps must be sawn off just above ground level, unless instructed for them to be to the ground.
- During the term of this Agreement, the County may request Vendor to quote and carry out additional tree work and/or provide emergency tree services. Emergency services would require immediate resources.

VENDOR’S RESPONSIBILITY

a) It will be the vendor’s responsibility to have all utilities located prior to beginning any work and coordinate with utility companies to move them as necessary. The vendor must take special care during the course of this operation to avoid damage to the existing roadway surface, sidewalks and curbs. The vendor must avoid

placing heavy equipment on sidewalks and curbs that will cause damage to these structures. Any damage caused by the vendor's operation must be repaired at his expense. The vendor must also take special care to avoid damage to existing roadway shoulders, side ditches, outfalls, other watercourses and drainage structures. Any damage caused by the vendor's operation must be repaired at his expense.

GENERAL CONDITIONS

- a) Vendor will remove all debris and trash generated in performing the work under this contract from each site where work is performed.

- b) Following trimming or removal, all streets, driveways, sidewalks and paths must be swept clean.

- c) Existing facilities, including grounds, structures, utilities, park amenities, trees, landscaping and so forth must be protected by the Vendor. Any damage to existing facilities must be reported to the County on the day such damage occurs. Vendor must promptly repair damage with like materials when ordered to do so by the County at Vendor's expense. All repairs of damage to existing facilities must be made to the satisfaction of the County. Failure to repair damage will be just cause for withholding payment for work, which becomes due.

- d) Any damage of public or private property caused by the Vendor's operations must be resolved with the County and/or private property owner within ten (10) days after damage occurs to the satisfaction of the County. The Vendor must inform the County of any damage caused by the Vendor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the County, the County reserves the right to repair or replace that which was damaged or assess the Vendor such cost as may be reasonable and related to damage caused by the vendor.

SIGNAGE/SAFETY REQUIREMENTS

- a) The vendor must take all precautions to ensure safety of all persons and property. Signage must be posted during work hours to alert users of the project, to include, but not limited to typical industry signage, cones, caution tape, advance warning measures, etc.

b) The vendor must block off work areas from vehicle and pedestrian traffic while conducting work and remove temporary signs and barriers as soon as work is completed.

c) Prior to cutting, the vendor must identify all overhead wires and guy wires to avoid damage to utilities.

d) Under no circumstances may a work area be left in unsafe conditions. Before leaving a site unattended for any period of time the following must be addressed:

- 1) The main access road(s) entering and/or exiting a tree removal area must be cleared to allow for access by emergency vehicles.
- 2) All hangers, spring poles, and/or leaners, or any other falling hazard, must be completely felled before the end of each workday.
- 3) All trees which have been cut, even partial or minor cuts, must be felled.

BID PROPOSAL – PROFESSIONAL TREE CUTTING/SURGERY SERVICES

FROM: _____

NAME OF PERSON SUBMITTING BID POSITION/TITLE

ADDRESS CITY STATE ZIP

TELEPHONE NUMBER EMAIL ADDRESS (if applicable)

NAME OF LOCAL REPRESENTATIVE

IN RESPONSE TO YOUR ADVERTISEMENT FOR BIDS TO FURNISH LAUDERDALE COUNTY WITH THE ABOVE SUPPLIES FOR THE PERIOD **February 01, 2026, thru January 31, 2027**, THE UNDERSIGNED SUBMITS A BID AS FOLLOWS:

The bid prices submitted below should include the cost of any and all materials, equipment, labor, and other costs associated with performing the required services. You may select how to provide your cost using either of the pricing structures below. However, for the purpose of this bid, only one option can be utilized.

PRICING OPTION I – EXPOSURE LEVEL

Use this option if you wish to submit cost of services is based upon the level of exposure risk. It should include all expenses.

LEVEL - EXPOSURE	LEVEL DESCRIPTION	LEVEL PRICE
1 - Low	Open Area/No Obstacles	\$ /Instance
2 - Medium	Traffic	\$ /Instance
3 - High	Traffic & Structures	\$ /Instance
4 - Severe	Powerlines & Structures	\$ /Instance
Other (if applicable)		\$ /Instance

PRICING OPTION II – DAILY/HOURLY RATE

Use this option if you wish to submit cost of services based upon an hourly/daily rate. It should include all expenses.

DESCRIPTION	UNIT	UNIT PRICE
Tree Removal: Pine	Flat Rate	\$ /Each
Tree Removal: Hardwood	Flat Rate	\$ /Each
Tree Trimming	Hourly Rate	\$ /Hour
Tree Trimming w/Crew - Rate per Person	Flat Rate	\$ /Person
Traffic Control: Cones/ Signs / Crew / Etc.	Hourly	\$ /Hour

PRICING OPTION III - ADDITIONAL SERVICES (as needed)

As this section is for additional services, it is not required that you enter a bid for these items if it is not a service your company can/or will be able to provide.

Stump Removal Services:

Stump removal costs are per stump, based upon size.

DESCRIPTION	SIZE	UNIT PRICE
Stump Removal	Up to 24 Inches	\$ /Each
Stump Removal	25 to 36 Inches	\$ /Each
Stump Removal	37 Inches and Up	\$ /Each

Emergency Call Services:

An emergency call is defined as immediate service or after the hours of 5:00 p.m., weekends, and severe weather instances.

DESCRIPTION	UNIT	UNIT PRICE
Emergency Call Service Charge	Flat Rate	\$
Crew Member Rate per Person	Hourly	\$ /Hour
Debris Removal Man Hour Cost	Hourly	\$ /Hour
Minimum # of Crew Member(s)	Quantity	
Equipment Cost:		
Bucket/Chipper Truck	Hourly	\$ _____/Hour
Crane	Hourly	\$ _____/Hour
Grapple Truck	Hourly	\$ _____/Hour

SIGNATURE OF AGENT: _____ DATE: _____

LAUDERDALE COUNTY MISSISSIPPI

BID INFORMATION AND AGREEMENT

- All PRICING must be submitted on the prepared BID form. All blank spaces for the prices must be filled in, in ink or typewritten, and the form must be fully completed and executed when submitted.
- After PRICING has been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the nature of the WORK to be done.
- No portion of the work will be subcontracted without prior written consent from the OWNER. If the BIDDER desires to subcontract some part of the work specified herein, the BIDDER will furnish the OWNER with the names, qualifications and experience of the proposed subcontractors. The BIDDER will remain fully liable and responsible for the work to be done by its subcontractor(s) and will ensure compliance with all requirements of the BID.
- PURCHASE ORDER(S) shall be issued by the OWNER for each site in which work is to be accomplished. Pricing shall remain in effect for the period of twelve (12) months.
- Once WORK begins, the project will be worked continuously until completion to the best of the BIDDER'S ability. The BIDDER must notify the County upon completion of work, as well as of any cancellations or delays in the project schedule.
- WORK may only occur during Lauderdale County Road Department business hours, which are Monday through Friday, from 7:00 a.m. to 3:30 p.m.
- The OWNER may make such investigations as he deems necessary to determine the ability of the BIDDER to perform the WORK, and the BIDDER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated therein.

- A conditional or qualified BID will not be accepted.
- BIDDER attests that they have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

If there is a delay in response to Lauderdale County’s request, Lauderdale County reserves the right to use the next low bidder.

This AGREEMENT shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns for a period of not less than twelve (12) months from the date of execution.

DATED AND ACCEPTED BY:

SIGNATURE OF BIDDER/AUTHORIZED AGENT

DATE SIGNED

QUALIFICATIONS & ADDITIONAL INFORMATION

VENDOR QUALIFICATIONS:

The Vendor shall have the following minimum qualifications:

- a. A sound business reputation.
- b. A minimum of five (5) or more years verified experience in the industry.
- c. Appropriate resources to satisfy the requirements set forth herein.
- d. Have a valid **MS Tree Surgery License** issued by the Mississippi Department of Agriculture and Commerce Bureau of Plant Industry in accordance with 2 Miss. Code. R. 1-3-11-503.04; whose category includes *a person who advertises in a local phone book, newspaper, newsletter, bulletin, the internet or other prominently displayed sign as a licensed or insured tree surgeon and receives compensation for any work or consultation relative to the care, pruning, cabling, bracing, topping, trimming, fertilizing, cavity work and removal of ornamental trees and shrubs in any manner.*
- e. Meet the insurance minimums listed below
- f. Demonstrated track record in providing the services and posses the ability to fulfill the requirements herein.

A copy of your license and COI is to be included with your bid.

INSURANCE – LIABILITY:

The bidder is asked to provide a Certificate of Insurance with this bid and shall be required to maintain the insurance minimums set forth below throughout the term of this agreement. If not included the evidence of such must be presented to the County Purchasing Clerk within five (5) business days of the Notification of Award:

- Commercial General Liability insurance coverage at the minimum amount of \$750,000
- Automobile Liability of no less than \$500,000 per occurrence
- Umbrella Coverage of no less than \$750,000

Lauderdale County will not be responsible for any damage caused to the personal property of any individual/or business as a result of the material, equipment, or negligence of the bidder/or anyone in their employment. It is the responsibility of the bidder to ensure that safety precautions are taken in all instances to avoid damage/or injuries.

All insurance must be placed through an insurance carrier licensed to operate in Mississippi and have an AM Best Rating greater than A-VI.

INVOICING AND PAYMENTS:

The awarded Vendor shall invoice Lauderdale County for work completed. All invoices must have a unique invoice number and include the County Purchase Order Number.

Invoices shall be sent directly to the Lauderdale County Board of Supervisors, Attention: Purchasing, 2600 Courthouse Blvd - 2nd Floor, Meridian, MS 39301, or emailed to purchasing@lauderdalecounty.org. In accordance with the Prompt Payment Act, it is the intention of Lauderdale County to make payment on completed orders within twenty (20) days after receipt of invoice or completion of services; whichever is later, unless unusual circumstances arise. Invoices must be fully documented as to labor, materials, discounts, and equipment provided and must reference the Lauderdale County Purchase Order Number to be processed for payment. No payments shall be made on invoices not listing a Purchase Order Number.

No down or partial down payment will be made.

SIGNATURE OF ACKNOWLEDGEMENT: _____

INSTRUCTIONS TO BIDDERS

1. ALL BIDS SHALL BE ON LAUDERDALE COUNTY BID FORMS AND **SUBMITTED IN DUPLICATE.**
2. ALL BIDS SHALL BE FOB MERIDIAN, MS AND MUST INCLUDE ANY MOBILIZATION/OR SURCHARGES.
3. ALL BIDS SHALL BE ADDRESSED TO THE LAUDERDALE COUNTY BOARD OF SUPERVISORS,
C/O PURCHASING CLERK, 2600 COURTHOUSE BLVD – 2nd FLOOR, MERIDIAN, MS, 39301, AND CLEARLY
MARKED ON OUTSIDE OF ENVELOPE AS FOLLOWS:

BID NO: 4021
(ENTER BID NO.)

BID DATE: January 09, 2026

BIDS MAY ALSO BE ELECTRONICALLY SUBMITTED VIA THE CENTRAL BIDDING WEBSITE AT:

WWW.CENTRALBIDDING.COM

IT SHALL BE INCUMBENT UPON EACH BIDDER TO UNDERSTAND THE SPECIFICATIONS AS LISTED HEREIN AND TO OBTAIN CLARIFICATION WHEN NECESSARY. IT IS NOT THE INTENT OF THE SPECIFICATIONS TO LIMIT THE BIDDING TO ANY MAKE OR MANUFACTURE OF MATERIALS, BUT RATHER TO SELECT SUCH MATERIALS TO FILL A SPECIFIC NEED AND PERFORM A SPECIFIC TASK. ANY REFERENCE TO NAME-BRAND MATERIALS IS INTENDED TO ESTABLISH STANDARDS ONLY AND BIDS SUBMITTED IN MATERIALS EQUAL THERETO SHALL BE CONSIDERED.

THIS PACKET MUST BE COMPLETED AND ITS ENTIRE CONTENT RETURNED WITH YOUR BID.

NO RESPONSIBILITY WILL ATTACH TO ANY PERSON EMPLOYED BY THE BOARD FOR PREMATURE OPENING OF ANY BID NOT PROPERLY ADDRESSED AND IDENTIFIED AS STIPULATED ABOVE.

THE LAUDERDALE COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BID(S) AND TO WAIVE INFORMALITIES.

INITIAL ACKNOWLEDGEMENT: _____

I, (we) fully understand that this bid is irrevocably subject to the following:

- (1) that by signing this bid I (we) certify that I (we) have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;
- (2) that no itemized attachments to this bid form will be allowed;
- (3) that no subcontractor will be used for any part/or portion of work during the term of this agreement;
- (4) that the Lauderdale County Board of Supervisors reserves the right to reject any or all bids;
- (5) that bids must be firm; bids determined not to be firm by the Lauderdale County Board of Supervisors shall be treated as void;
- (6) that unit price bid quotes shall be completed by the bidder with no further calculations required of the Lauderdale County board of supervisors in order to determine firm unit prices;
- (7) that the bid form must be signed and dated in appropriate place by bidder or his authorized agent;
- (8) that I (we) hereby certify that the prices quoted herein do not exceed the prices permitted by law;
- (9) this is to certify that the undersigned is in compliance with the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1968, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Handicapped Act; the Sex Discrimination Act; the Copeland "antikickback" Act; and all executive orders and regulations relating to the above referenced acts, and all regulations issued under said Acts, and additionally, certify that the undersigned does not discriminate in employment and/or operations on the basis of sex, race, color, creed, religion, national origins, handicapped status or age.
- (10) The undersigned bidder hereby certifies and/or affirms that (he) (she) (it) currently maintains a Tree Surgery License as required by the Mississippi Department of Agriculture and Commerce Bureau of Plant Industry.

DATED AND CERTIFIED BY:

SIGNATURE OF BIDDER/AUTHORIZED AGENT

DATE SIGNED

BID NO. 4021: PROFESSIONAL TREE CUTTING SERVICES/TREE SURGERY

VENDOR DATA FORM

TO BE COMPLETED AND SUBMITTED WITH PROPOSAL

By signing the Vendor Data Form, the vendor declares and warrants that no elected or appointed official, officer or employee of the County has been or shall be compensated, directly or indirectly, in connection with this bid. Should any agreement be approved in connection with this BID, vendor declares and warrants that no elected or appointed official, officer, or employee of the County, during the term of his/or her service with the County shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.

My signature certifies that the accompanying bid is not the result of or affected by any act of collusion with another person/or company engaged in the same line of business or commerce, or any act of fraud.

I hereby certify that I am authorized to sign this proposal for/or on behalf of the company.

NAME OF COMPANY: _____

LEGAL ADDRESS: _____

PHONE (____) _____ **FAX** (____) _____

FEDERAL ID #: _____ (Attached W-9)

COI #: _____ (Attach Copy)

SIGNATURE: _____ **DATE:** _____

PRINTED NAME & OFFICIAL TITLE: _____

*****PLEASE PRINT THE INFORMATION PROVIDED BELOW*****

OWNER #1: NAME: _____ **PHONE NUMBER:** _____

OWNER #2: NAME: _____ **PHONE NUMBER:** _____

OWNER #3: NAME: _____ **PHONE NUMBER:** _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

VENDOR PROFESSIONAL REFERENCE SHEET
TO BE COMPLETED AND SUBMITTED WITH PROPOSAL

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service required for this agreement. Year(s) _____ Month(s) _____

Please provide a minimum of three (3) references, which may substantiate past work performance and experience in the type of work required for this contract. This should include the following: Business Name, Address, Phone Number, Contact Person, and their email address.

1. Business Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

2. Business Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

3. Business Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Company Name of Bidder/Vendor

Signature of Person Completing

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

ADDENDA FORM

**BID NO. 4021: PROFESSIONAL TREE CUTTING/SURGERY SERVICES
LAUDERDALE COUNTY, MS**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
(If no addenda, please indicate with N/A in space provided.)

- 1. Addendum #____ Date: _____
- 2. Addendum #____ Date: _____
- 3. Addendum #____ Date: _____
- 4. Addendum #____ Date: _____

Addendum Acknowledgement:

Signature of Bidder or Authorized Agent

Date

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID