



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



BID PACKET

BID NO. 4037: MECHANICAL MULCHING SERVICES (HOURLY RATE)

PACKET INCLUDES THE FOLLOWING:

- Legal Advertisement
- Overview
- Project Description
- Basis of Award
- Project Funding
- Contract Timeframe
- Contractor Requirements
- Additional Information
- Bid Proposal Form
- Supplier/Subcontractor Data Sheet
- Professional References
- Bid Affidavit
- Addenda Form
- Area Map View

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

NO LATE BIDS WILL BE ACCEPTED.

BID OPENING: Tuesday, June 02, 2026, at 2:00 P.M.

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

Company Name

ADVERTISEMENT FOR BIDS

NOTICE is hereby given that the Board of Supervisors of Lauderdale County, Mississippi, will receive sealed bid proposals until 1:00 p.m. on Tuesday, June 02, 2026, for the following:

BID NO. 4037: MECHANICAL MULCHING SERVICES (HOURLY RATE)

The above shall be proposed per detailed specification on file in the Office of the Purchase Clerk, 2600 Courthouse Blvd, 2nd Floor, Meridian, MS 39301, (601) 482-9746, which may be obtained upon request or by visiting either the website of Lauderdale County Board of Supervisors at www.lauderdalecounty.org or Central Bidding at www.centralbidding.com.

Electronic Proposals can be submitted via Central Bidding at www.centralbidding.com.

Sealed Proposals can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 2600 Courthouse Blvd, 2nd Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each bid proposal must be received in a sealed envelope which contains the proposer's business name and address and is marked in the lower left-hand corner with the words "BID FOR MECHANICAL MULCHING SERVICES", "BID #4037", and the "DATE OF THE BID OPENING". Adherence to the proposal's specifications is strongly recommended for your bid to be considered.

From the bid proposals submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended. All proposals offered will be read aloud. All proposals will be accepted and evaluated by the Lauderdale County staff.

The board reserves the right to reject any, and all proposals received and to waive informalities.

PURPOSE AND OVERVIEW

The objective of this BID is to solicit Proposals that will enable the County to determine which Contractor and Proposed Solution will best meet the needs for the services detailed in the Project Description.

The Lauderdale County Board of Supervisors is seeking qualified and experienced contractors to provide comprehensive mechanical/forestry mulching services at Long Creek Reservoir. The purpose of this solicitation is to establish a contract for vegetation management through mechanical mulching processes that will clear overgrown areas.

PROJECET DESCRIPTION

The project consists of providing all labor, equipment, and materials necessary to perform mechanical mulching on approximately 37 acres of land surrounding Long Creek Reservoir. Work includes the mulching of brush, undergrowth, and small diameter vegetation to improve site aesthetics, accessibility, and overall land management.

BASIS OF AWARD

Bids shall be submitted on an **hourly rate basis** for equipment and operator. The hourly rate shall include all costs associated with the work, including but not limited to labor, equipment, fuel, mobilization, supervision, and incidental expenses.

Work will be assigned at the direction of the Owner on an as-needed basis. No minimum number of hours or acreage is guaranteed.

PROJECT FUNDING – NOT TO EXCEED AMOUNT

This project is funded through state assistance. The total amount paid under this contract shall **not exceed \$300,000**, regardless of the total number of hours worked. Work shall be scheduled and performed in phases at the direction of the Owner to ensure compliance with funding limitations and deadlines.

CONTRACT TIME

All work must be completed within the 2026 calendar year, unless otherwise approved by the Owner.

CONTRACTOR REQUIREMENTS

Bidders must demonstrate experience in similar mechanical mulching or land clearing projects and provide references on the enclosed Vendor Reference Form.

Contractors and subcontractors must be properly licensed and in good standing with the Mississippi Secretary of State at the time of your submission.

Contractors must carry appropriate insurance, including general liability and workers' compensation. ***A copy of your License and COI is to be included with your bid submission.***

ADDITIONAL INFORMATION

Responsibility:

In the event of a subcontracting relationship, the awarded Contractor shall remain the prime contractor and will assume all responsibility for the performance of the services that are supplied by all subcontractors. The County retains the right to approve all subcontractors.

Provide sufficient workforce and supervisory personnel to perform the specified services.

The Contractor shall avoid creating ruts, gouges, or depressions that could lead to erosion or water pooling, and shall repair any such damage caused by operations at no additional cost to the County.

Upon completion of mulching operations, the Contractor shall perform final grading and smoothing of the work area to ensure proper drainage and a uniform appearance.

The Contractor shall conduct a final walkthrough with the County's Road Manager to ensure all work has been completed in accordance with specifications and to address any deficiencies prior to project acceptance.

The Contractor must provide necessary warning devices and personnel for safety instructions to pedestrian and vehicular traffic within the Project area when necessary.

Equipment Requirements:

The Contractor shall utilize forestry mulching equipment appropriate for the terrain and vegetation conditions encountered, including but not limited to: tracked or wheeled forestry mulchers, brush cutters with mulching heads, skid steers with mulching attachments, or excavators with mulching heads.

The Contractor shall have backup equipment readily available to minimize project delays in the event of equipment failure.

Addenda:

While an addendum is not anticipated, should a change/or modification to this solicitation be required, it will be issued as written addenda to the original BID and will be posted to both the Lauderdale County website at <https://lauderdalecounty.org> and Central Bidding at www.centralbidding.com.

Before your submission and periodically prior to the BID closing, you are encouraged to check the site for any addenda or other materials that may have been issued affecting the bid.

It is Bidder's sole responsibility to review the site and retrieve all related documents up to the BID due date.

Award:

As soon as practical after opening the Proposals, the name of the apparent successful Contractor will be submitted to the Board of Supervisors for final approval of award, and the Purchasing Department will issue and provide a Purchase Order to the Company.

The issuance of the Purchase Order will serve as approval to proceed with the project as outlined in this proposal.

The County reserves the right to inspect all work in progress and upon completion to ensure compliance with specifications.

Invoice & Payment:

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

Invoices can 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.

Upon receipt of the invoice, and final approval from the County Road Manager, payment will be issued within twenty (20) days, in accordance with the Prompt Payment Act.

Invoices must be fully documented describing services provided and must reference the Lauderdale County Purchase Order Number to be processed for payment.

No down or partial down payment will be made.

The County reserves the right to reject any or all bids, waive informalities, and award the contract in the best interest of the Lauderdale County Board of Supervisors.

BID PROPOSAL FORM

BID NO. 4037: MECHANICAL MULCHING SERVICES (HOURLY RATE)

Proposal of _____
(Company/Business Name)

an (individual) (partnership) (corporation) organized under the laws of the State of _____.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Bid Proposal Documents at the costs hereinafter set forth:

MECHANICAL MULCHING: 37 ACRES - LONG CREEK RESERVOIR

\$ _____ *Bid for Hourly Rate for Services*

Estimated Timeline to Complete Project: _____

What date can you begin work on this Project? _____

\$ _____ **ESTIMATED PROJECT COST**

SIGNATURE: _____

NAME & TITLE: _____

TELEPHONE: _____

ADDRESS: _____

EMAIL: _____

****** POINT OF CONTACT/OR PROJECT MANAGER FOR ASSIGNED JOB******

NAME: _____ TITLE: _____

DIRECT PHONE: (____) _____ FAX: (____) _____

CELL: (____) _____ EMAIL: _____

LOCAL ADDRESS *(if different from above)*: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

BID NO. 4037: MECHANICAL MULCHING SERVICES (HOURLY RATE)

SUPPLIER & SUBCONTRACTOR DATA SHEET

The Bidder shall indicate below the name of supplier and each subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify the materials/equipment to be supplied and/or work/services to be performed/provided by the subcontractor. (If applicable, otherwise indicate N/A & enter company name below)

Supplier Information: (If applicable)

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Materials/Equipment to be provided: _____

Sub-Contractor Information: (If applicable)

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Work/Services to be performed/provided: _____

Sub-Contractor Information: (If applicable)

Company Name: _____ FEIN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Email: _____

Work/Services to be performed/provided: _____

Company Name of Bidder

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PROFESSIONAL REFERENCES

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(s) specified in this bid. Year(s) _____ Month(s) _____

1. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

2. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

3. Business Name: _____

Address: _____

Contact Person/Title: _____

Phone Number: _____ Email: _____

Company Name of Bidder

Signature of Person Completing

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NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/or She is _____ of _____ the bidder
Title Company Name
that has submitted the attached proposal.

2. He/or She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3. Such Bid is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against Lauderdale County or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public, **State of Mississippi**. My Commission Expires: _____

OR

Notary Public, State of _____. My Commission Expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

ADDENDA FORM

**BID NO. 4037: MECHANICAL MULCHING SERVICES (HOURLY RATE)
LAUDERDALE COUNTY MISSISSIPPI**

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 Total.
(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

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AREA MAP VIEW

Long Creek Reservoir - Mulching
Mississippi, AC +/-

