

**Section 3. Timeline** is amended as follows:

Bid Package Submission Deadline:	<del>May 13, 2022</del> May 19, 2022 at 10:00 am CST
Bid Opening:	<del>May 13, 2022</del> May 19, 2022 at 1:00 pm CST
Anticipated Notice of Intent to Award:	<del>May 20, 2022</del> May 25, 2022

**Section 6.4** is amended as follows:

Bids must be received no later than May 13, 2022 May 19, 2022 at 10:00 am CST. The time and date of receipt shall be indicated on the envelope or package by OPSCR at the time the package is received.

**Section 6.7** is amended as follows:

The outside of the sealed envelope or package containing the bid shall be marked:

Lawn and Landscaping Services  
RFx # 3160005040  
Bid Opening: May 13, 2022 May 19, 2022 at 1:00 pm CST  
SEALED BID – DO NOT OPEN

**Section 7.1** is amended as follows:

The bid opening will be held:

May 13, 2022 May 19, 2022 at 1:00 pm CST  
Woolfolk State Office Building  
501 North West Street  
Jackson, Mississippi 39201  
Room 117 South

References in **Sections 14.2, 14.6, 14.7 and 14.9** to May 13, 2022 are amended to **May 19, 2022**.

**ATTACHMENT A: Bid Cover Sheet** is amended as follows:

Bids are to be submitted on or before ~~May 13, 2022~~ **May 19, 2022, 10:00 am CST.**

Envelopes and/or packages containing sealed bids must be marked:

**Lawn and Landscaping Services**

**RFx # 3160005040**

**Bid Opening: ~~May 13, 2022~~ May 19, 2022 at ~~2:00~~ 1:00 pm CST**

**SEALED BID – DO NOT OPEN**

**ATTACHMENT C: Bid Form** is **replaced with the Bid Form attached hereto**. It is amended to require a blended hourly rate. Bidders submitting bids for multiple regions must submit a separate Bid Form for each region.

The following responses to Questions and Requests for Clarification amend the IFB as stated below:

	<b>Question</b>	<b>Answer</b>
<b>1</b>	Can you provide general specifications of when, where, and what is to be done?	This Invitation for Bids is intended to establish a list of preapproved vendors with whom State agencies will be able to contract as needed. Each contracting agency will provide information on the specific location, dates, times, and work to be completed at the time of contracting.
<b>2</b>	On page 7, Section 9.5 states that “Contractor may be required to perform the lawn and landscaping services outside of the Contracting Agency’s regular business hours.” However, on Attachment C – Bid Form there is only one space for hourly rates on each service. If services are required to be rendered outside of normal operating hours, will Overtime rates be allowed to be billed? If so, can an additional line for Overtime rates be added to the Bid Form?	Overtime rates will not be allowed. The Bid Form has been amended to allow for rates for Business Hours, After Hours, and Holiday Hours.  For purposes of this IFB: <ul style="list-style-type: none"> <li>• Business Hours is defined as Monday through Friday, 7:30am to 5:30pm;</li> <li>• After Hours is defined as any time that is not included in Business or Holiday Hours;</li> </ul>

		<ul style="list-style-type: none"> <li>• Holiday Hours is defined as 12:00am to 11:59pm on the following Holidays: New Year’s Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.</li> </ul> <p>Rates for After Hours and Holiday Hours can only be billed when the contracting agency specifically requests that the Contractor work After Hours or on Holidays. Contractors must bill Business Hour rates if it is working After Hours or on Holidays for its own convenience and/or not at the specific request of the contracting agency.</p>
<p><b>3</b></p>	<p>On page 9, Section 9.6.5 states “Remove old mulch and replenish mulch as requested by the Contracting Agency.” On Attachment C – Bid Form there is only one space for hourly rates for “Mulching (each application).” Should this rate include both labor and material costs as well? If so, can you please provide the mulch type that is meant to be priced and applied? Without knowing the type of mulch, bidders cannot provide an accurate price if material pricing is to be rolled into labor price as well.</p>	<p>Labor and materials for mulching must be included in the hourly rate for “Mulching (each application).” Mulch should be utilized for its ability to suppress weeds, retain moisture, and provide organic matter that enhances the biological activity in the soil. Areas designated by the contracting agency shall be mulched with a 2-3 inch layer of pine straw, hardwood mulch, or pine bark mulch. The maintenance of a 2-3 inch layer does not mean that a 2-3 inch layer should be applied at any one time (unless none exists), but that the total layer should be maintained at that height.</p>
<p><b>4</b></p>	<p>On page 9, Section 9.6.5 states, “Contracting Agencies may occasionally purchase mulch for the Contractor to spread or annual, perennials, or shrubs for the Contractor to plant.” There are no line items for hourly rates to be provided for planting of plants. An additional line item for hourly price to install plant material, per plant size, should be included on the Bid Form.</p>	<p>The Bid Form has been amended to provide an hourly rate for planting plants and shrubs (of all sizes).</p>
<p><b>5</b></p>	<p>On page 9, Section 9.6.9 states that “Contractor shall fill in holes in the lawn with topsoil, reseed bare areas with seed that is appropriate to area seeded (sun, shade, or mixture thereof), apply</p>	<p>The Bid Form has been amended to provide an hourly rate for reseeding (as described in Section 9.6.9 of the IFB).</p>

	initial watering for successful germination, and overseed all grassy areas once a year, in the fall, excluding ball field areas and embankment areas. If seed is required, it will be provided by the Agency.” There is no hourly rate line item on the Bid Form for these tasks.	
<b>6</b>	On page 11, Section 10.1.4.3 states that “The Contractor shall respond to all lawn and landscaping services requests within a twenty-four (24) hour period.” Please clarify whether the contractor will need to acknowledge the receipt of request within that timeframe or if contractor has to complete that request within that timeframe.	Contractors must acknowledge requests within twenty-four (24) hours.
<b>7</b>	Will bid tabulations be made available after the bids have been submitted and reviewed in order to show where all bidders pricing fell and which bidders were selected to be on the PVL?	All bid pricing will be available at the Bid Opening. Additional information can be requested in a post-award vendor debriefing (discussed further in Section 16 of the IFB).
<b>8</b>	On page 19, Section 18.3 states “Prices submitted in response to the IFB will remain firm, valid, and renewable for five years following the effective date of the PVL, except that a bidder may raise prices to reflect a rise in the federal minimum wage, but only to the extent of the actual minimum wage increase.” Will there be any opportunity for selected vendors to also increase pricing for material & fuel increases year-over-year?	No additional increased pricing will be allowed.
<b>9</b>	On page 24, Attachment C: Bid Form there is a column for bidders to provide “Estimated # of Workers”. Without knowing the size of each individual property of project that is to be bid, there is no way to accurately determine a total number of estimated workers assigned for that task or to that job. Should bidders include the total number of employees that they have, per Region, to service each individual property or perform each individual task? Please	Please estimate the number of workers you may have available throughout the Region being bid upon at any given time. This is an estimate only. This number will not be used to select awardees. It will be provided to agencies to provide awareness of the potential availability of the different vendors who are included on the PVL.

	clarify intent of this column and provide additional directions if possible on how to accurately fill this information out.	
<b>10</b>	Page 43 lists information regarding Liquidated Damages however there is no amount listed per calendar day. Will liquidated damages be applicable under any contracts resulting from this PVL? If so, can an amount per day be provided to bidders and this section be revised to include that amount as well?	The Liquidated Damages clause is a clause agencies may choose to include in their contracts with PVL vendors, but are not required to include in those contracts. The PVL vendors will need to negotiate the applicable liquidated damages rate, if any, with any contracting agency who may choose to include this clause in their contract.
<b>11</b>	On page 46, Renewal of Contract provides optional language depending on whether the contractor CANNOT decline a renewal or if the contractor HAS the right to decline the renewal. Can you clarify whether there are certain contracts at specific properties or within specific regions where the contractor cannot refuse a renewal? Will the contractor know that before accepting services at a particular property or in a specific region?	Contractors placed on the PVL resulting from this IFB will have the right to decline renewals unless they affirmatively contract with an agency otherwise.
<b>12</b>	If a vendor is going to use subcontractors, will approval of those subcontractors need to occur prior to or during the PVL bid process or can approval be obtained after this PVL process is complete? (i.e., Should bidders provide a list of intended subcontractors with bid submittal or can this be negotiated upon award as PVL and during specific bidding process of individual properties per location?)	A list of subcontractors is not required to be submitted at the time of bid submission. At the time of contracting with a contracting agency, and throughout the life of each contract, the contracting agency will have the right of reasonable rejection and approval of staff or subcontractors assigned to the work.
<b>13</b>	Will selected vendors have an option to decline to service individual properties requested within selected regions at a later date? Or will selected vendor have to provide services if requested at each given region/location regardless?	Vendors will have the right to decline service at individual properties. However, any vendor who does so without a reasonable explanation is at risk of being removed from the PVL.

**Receipt of Amendment #1 Acknowledged: (signature)** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**ATTACHMENT C: Bid Form**  
**Lawn and Landscaping Services**

Services to be provided in Region: \_\_\_\_\_

Company: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The pricing quoted shall be inclusive of, but not limited to the following:

1. All required equipment/material;
2. All required insurance;
3. All required overhead;
4. All required profit;
5. All required vehicles;
6. All required fuel, mileage, and travel time;
7. All required labor per man-hour and supervision;
8. The cost of any business and professional licenses, permits, or fees; and,
9. Any and all other costs.

All pricing for lawn and landscaping services should include all associated costs with no additional or hidden fees.

For purposes of this IFB:

- Business Hours is defined as Monday through Friday, 7:30am to 5:30pm.
- After Hours is defined as any time that is not included in Business or Holiday Hours.
- Holiday Hours is defined as 12:00am to 11:59pm on the following Holidays: New Year’s Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Rates for After Hours and Holiday Hours can only be billed when the contracting agency specifically requests that the Contractor work After Hours or on Holidays. Contractors must bill Business Hour rates if it is working After Hours or on Holidays for its own convenience and/or not at the specific request of the contracting agency.

<b>Lawn &amp; Landscaping Services</b>	<b>Hourly Rate: Business Hours</b>	<b>Hourly Rate: After Hours</b>	<b>Hourly Rate: Holidays</b>	<b>Estimated # of Workers</b>
Mowing				
Edging				

**Lawn and Landscaping Services PVL**  
**Invitation for Bids 2022-03**

**Amendment #1 to the IFB**  
**RFx # 3160005040**

String Trimming				
Blowing				
Debris Pickup				
Tree Limbing/ Pruning below 15 feet				
Pressure Washing				
Mulching (each application)				
Aerate				
Planting Plants and Shrubs (of all sizes)				
Reseeding (as described in Section 9.6.9 of the IFB)				

Location of Bidders' Office in Region: \_\_\_\_\_

If your company is not physically located in the region, how will you supply lawn and landscaping services to agencies in the region? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids (RFx # 3160005040), the attachments hereto, and any amendments;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, the attachments hereto, and any amendments;
3. That it is licensed, certified, and possess the requisite credentials to perform lawn and landscaping services.
4. That the company agrees to all provisions of this Invitation for Bids, the attachments hereto, and any amendments;
5. That the company will perform, without delay, the services required at the prices quoted above; and



**Lawn and Landscaping Services PVL**  
Invitation for Bids 2022-03

**Amendment #1 to the IFB**  
RFx # 3160005040

6. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_