

**Lawn & Landscaping
Services PVL
Amendment #1**
INVITATION FOR BIDS No. 2025-05
RFx: 3160007718

This Amendment to the Invitation for Bids (IFB) does the following:

1. Issues official responses to vendor questions and requests for clarification;
2. Extends the bid submission deadline to **December 15, 2025**; and,
3. Provides a revised **Bid Cover Sheet (Attachment B)** and **Bid Form (Attachment C)**, attached to and incorporated into this Amendment.

All bidders must review this Amendment in full and must use the revised Bid Cover Sheet and Bid Form when submitting their bids.

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

	Question	Response
1	Can bids be submitted strictly via email, or must physical copies be provided as well?	As stated in Section 3.2 of the Invitation for Bids (IFB), bidders may submit their bid either by email or as a physical sealed package. Only one submission method is required.
2	Does time billed for services start when crew is dispatched to the site and end when the job is complete at that site?	The Bid Form (Attachment C) states that all pricing must be fully inclusive, including fuel, mileage, and travel time. Because these costs must be built into the quoted rate, vendors may bill only for the hours worked on-site.
3	Are we to assume that there will be no After Hours or Holiday Hours requirements?	After-hours or holiday work may be required depending on the needs of the Contracting Agency.

**Lawn & Landscaping
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	Question	Response
4	How do we account for materials that we supply? Can we add a mark up to supplies that we furnish and if so what %?	The Bid Form (Attachment C) states that all pricing must be fully inclusive, including materials. Vendors may bill only for the hours worked and mark ups are not allowed.
5	When applying mulch, will the old mulch have to be removed every time new mulch is applied?	Mulch removal requirements, if any, will be determined by the Contracting Agency for each project.
6	What type of mulch should be priced?	Vendors should provide pricing based on their standard offering. Specific mulch types, if needed, will be identified by the Contracting Agency at the project level.
7	What depth should mulch be applied at?	Mulch depth requirements, if any, will be provided by the Contracting Agency for each project.
8	At any time, will the contractor provide annuals, perennials, or shrubs to install and, if so, do we need to provide install pricing with and without material? Also, if we must provide a price with material, please specify what plant size should be included in our pricing.	OSSS has revised the Bid Form (Attachment C) to allow for pricing based on which party supplies the materials. Plant size requirements, if any, will be provided by the Contracting Agency for each project.
9	Is there a preference for aerating services in terms of method? I.e., core-tine or solid-tine aeration. If core-tine method, will cores need to be dragged to re-incorporate into the topsoil?	Aeration requirements, if any, will be determined by the Contracting Agency for each project.

**Lawn & Landscaping
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INVITATION FOR BIDS No. 2025-05
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	Question	Response
10	What type of seed should be priced under the “Reseeding” line item?	Seed requirements, if any, will be provided by the Contracting Agency for each project.
11	What rate should the above-mentioned seed be applied at?	Seeding rate requirements, if any, will be provided by the Contracting Agency for each project.
12	Please confirm that, if approved, updated pricing will not be required annually but pricing changes can be requested annually.	Correct. Updated pricing is not required unless the vendor is seeking an adjustment. If a vendor wishes to update their rates, they may do so during rolling awards. See Section 4.5 of the IFB for additional information on these rolling awards.
13	Please confirm that all submitted prices are for bidding purposes only and that any and all requests that may come from being preapproved will be priced specifically for each location, and not just have the rates submitted applied for that quote.	Submitted rates represent the maximum rates a vendor may charge under the PVL. Specific project pricing may be negotiated by the Contracting Agency, but awarded vendors may not exceed the rates submitted in the Bid Form.
14	Will E-Verify be required of all contractors bidding on this project and, if not, why not?	Yes. As stated in the Sample Contract (Attachment H, Clause # 19) of the IFB, all awarded vendors must comply with Mississippi’s Employment Protection Act, including registering for and using the E-Verify system for all newly hired employees. The Sample Contract further specifies that failure to comply may result in contract termination,

**Lawn & Landscaping
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	Question	Response
		exclusion from future awards, and potential loss of licenses or permits.
15	Can bidders utilize DFA as a reference?	Yes.
16	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?	Subcontractor approval is not part of the PVL bidding process. Subcontractors must be approved by the Contracting Agency at the time services are requested.
17	If a bidder is submitting pricing for multiple regions, can they submit multiple bid forms, or should the rates be consistent for all regions?	Vendors are <u>not</u> required to bid the same prices in each Region. As stated in Section 3.1.2 , vendors may submit a separate Bid Form for each Region they wish to bid on <i>or</i> may submit one Bid Form for all Regions by indicating “All” on the Bid Form. However, if a vendor intends to submit different pricing for different Regions, Section 2.1.3 and Section 3.1.2 together require that the vendor submit a separate Bid Form for each Region.

**Lawn & Landscaping
Services PVL
Amendment #1**
INVITATION FOR BIDS No. 2025-05
RFx: 3160007718

In addition to the foregoing, the following sections of the Invitation for Bids are amended as follows:

1.3. Timeline

IFB Issue Date:	November 4, 2025
Questions and Requests for Clarification Due:	November 18, 2025, at 5:00 pm CST
Anticipated Posting of Answers to Questions:	November 24, 2025
Bid Package Submission Deadline:	December 11, 2025, at 5:00 pm CST December 15, 2025, at 5:00 pm CST
Bid Opening:	December 12, 2025 December 16, 2025
Anticipated Date of the Notice of Intent to Award:	January 26, 2026

3.2 Bid Submission Requirements

Bids must be submitted by ~~December 11, 2025, at 5:00 pm CST~~ December 15, 2025, at 5:00 pm CST. Vendors may submit bids in one of two ways, as discussed below. The Vendor is solely responsible for submitting the bid package on time. Bids received after the specified time shall be rejected and remain unopened in the procurement file. The Vendor assumes all risks regarding the bid's delivery. OSSS, DFA, and PPRB will not be responsible for delivery delays, packages lost in the delivery process, misdirected emails, or other errors.

3.2.1. Submission of a Physical Bid

The Vendor may submit physical copies of the original signed bid package in a sealed envelope or package to:

Mississippi Department of Finance and Administration
Office of Statewide Strategic Sourcing

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Attn: Shannon Smith
501 North West Street, Suite 1300
Jackson, MS 39201

The Vendor must clearly label the sealed envelope or package with the following information:

SEALED BID – DO NOT OPEN
Lawn & Landscaping Services
Preapproved Vendor List
RFx # 3160007718
Bid Opening: ~~December 12, 2025~~ December 16, 2025

OSSS will indicate the time and date of receipt on the envelope or package. It is the sole responsibility of the Vendor to ensure that Shannon Smith receives the package and that the date and time of receipt are indicated on the package.

3.2.2. Submission of a Bid via Email

The Vendor shall submit an electronic copy of the original signed bid package in a single email to all three email addresses listed below:

Shannon.Smith@dfa.ms.gov
April.Burns@dfa.ms.gov
PVLs@dfa.ms.gov

Please submit to **all three addresses** to ensure the bid is deemed responsive.

The subject line of the email must read:

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SEALED BID Lawn & Landscaping PVL Bid Opening ~~12.12.25~~ 12.16.25

For purposes of determining timeliness, the date and time the email is received by any DFA inbox listed above will serve as the official time of receipt. It is the sole responsibility of the Vendor to ensure that DFA receives the email containing the bid package before the submission deadline.

ATTACHMENT B: Bid Cover Sheet

The Office of Statewide Strategic Sourcing at the Mississippi Department of Finance and Administration, on behalf of the Public Procurement Review Board, is seeking to establish a list of vendors for Lawn & Landscaping Services to be used on an as-needed basis by State Agencies under the purview of the PPRB.

Bids must be submitted on or before **December 15, 2025, at 5:00 pm CST.**

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

Lawn & Landscaping Services
RFx # 3160007718
Bid Opening: December 16, 2025
SEALED BID – DO NOT OPEN

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip Code: _____

Company Representative: _____

Telephone: _____

Fax: _____

Email: _____

FEI/FIN# (if company, corporation, or partnership): _____

MAGIC supplier number: _____

In addition to providing the above contact information, please answer the following questions regarding your company. *This information may be provided to prospective Contracting Agencies on the list of preapproved vendors.*

What year was your company started? _____

How many years and/or months has your company been performing the services called for in this Invitation for Bids? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation: _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.

How many customers has your company provided Lawn & Landscaping Services to in the past three (3) years? Please include the dates, the size of the area maintained, and the annual billing amount for each customer.

List all pesticide / herbicide / fungicide applicator certification numbers and expiry dates, and attach copies of certificates / licenses.

ATTACHMENT C: Bid Form

Lawn & Landscaping Services

Company: _____ Region: _____

Company Representative: _____ Title: _____

Telephone: _____ Email: _____

The pricing quoted shall be inclusive of, but not limited to all required insurance; overhead; profit; vehicles; materials; fuel, mileage, and travel time; training; certifications; business and professional licenses, permits, or fees; and all other costs. Pricing for lawn & landscaping services should include all associated costs with no additional or hidden fees. **Price ranges are not acceptable and will be deemed non-responsive.**

Core vs. Optional Services: Core Services will be used in determining vendor responsiveness and for evaluation of pricing. Optional/Specialized Services are requested for informational purposes only and will not be used in the evaluation for award. Optional Services may be requested by agencies on an as-needed basis at the rates provided, but the Contracting Agency makes no guarantee of usage. If any Optional/Specialized Services require specific certifications by law (e.g., horticultural weed control), only vendors that hold the required certifications may offer those services.

CORE SERVICES	PRICE PER HOUR
Mowing	
Edging	
String Trimming	
Blowing	
Debris Pickup	

OPTIONAL/SPECIALIZED SERVICES	PRICE PER HOUR
Tree Limbing/Pruning (below 15 feet)	
Pressure Washing	
Aerating	

Mulching (Vendor supplies mulch)	
Mulching (Agency supplies mulch)	
Reseeding (Vendor supplies seed)	
Reseeding (Agency supplies seed)	
Planting (Vendor supplies plants)	
Planting (Agency supplies plants)	

Location of Vendor's Office in Region: _____

If your company is not physically located in the region, how will you supply lawn & 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 # 3160007718), 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 the company agrees to all provisions of this Invitation for Bids, the attachments hereto, and any amendments;
4. That the company will perform, without delay, the services required at the prices quoted above; and
5. 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.

Signature: _____ Date: _____

Printed Name: _____