



Facilities Management Department

Lawn Care Package

Natchez Campus 2025-2026 Invitation to Bid



Prepared by: Mr. Lloyd Nesbitt, Associate Vice President of Facilities Management

Date: July 07, 2025

Lawn Care Package Invitation to Bid

Scope of Work:

The intent of this procurement is to award a one (1) year contract with two (2) additional yearly renewal options for a combined possible three (3) year term contract, for monthly lawn services, to a qualified Contractor to provide all labor, materials, equipment, supplies, supervision, subcontracting and other resources as required for the appearance of all outside spaces, activates and conditions at all areas within the identified grounds as assigned by Alcorn State University's Facilities Management Staff. The selected contractor will cut, trim, edge, blow, trim and prune trees & hedges as needed. The selected contractor will be responsible for spraying herbicide (weed killer) campus wide within assigned designated areas such as sidewalk cracks, roadway and parking lot cracks monthly. The University desires to have services rendered approximately every 8 days during the peak growing seasons (May through September) and every 10 days on the remaining slower growing season (March, April, and October). The frequencies of the expected services will vary, but the selected contractor will be expected to accommodate Alcorn State University as its sole top priority.

The contractor **shall not** provide services in the dormant months of November, December, January, and February. *(All services rendered are subject to the needs of the University and growing conditions; therefore, any changes or services during these months will be on an as needed basis. Examples of these needs are Fall Graduation, or an on-campus scheduled event. In those cases, the contractor will be directed by the Facilities Management Department to render services on a case-by-case scenario.)*

Mulching, maintaining, and landscaping flower beds are expected but will be treated as an alternate.

These areas include most areas currently being cut by the Facilities Management Department. These areas are commonly identified as follows: the front entrance of the Natchez Campus, the Welcome Center, Old MBA building, the School of Nursing Building, the Clinic, and the Natchez Campus Residence Hall.

Bid Submittal:

All bids are to be submitted either in person to the Purchasing Department, located at 1000 ASU Drive, Lorman, Mississippi 39096-7500 or via email at: mgeorge@alcorn.edu

Questions:

All questions must be addressed directly to Ms. Mertha George, Purchasing Agent. All official questions must be in writing and will be answered in an addendum.

Important Dates:

All questions must be submitted by Tuesday, July 15th, 2025.

All quotes must be submitted by 12:00 Noon on Thursday, July 24th, 2025.

The site visit of the property will be held on Monday, July 14th, 2025, at 1 P.M. (All perspective contractors interested in responding to this ITB are strongly encouraged to attend this site visit.)

The awarded contractor will be evaluated with a Contractor Performance Report (CPR). The selected contractor must provide and maintain the proper Workers Compensation Insurance along with the proper General Liability Insurance prior to execution of contract.

***** NOTE: Please submit responses on the “Invitation to Bid & SUBMITTAL SHEET” ONLY!!!!!!!!!!!!**

Invitation to Bid Submittal Sheet

**Campus Wide Lawn Care
2025-2026 Invitation to Bid**

Company Name:

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Company Address:

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Company Phone Number:

Company Email Address:

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Monthly Cost for Lawncare Services: (March through October)

\$ _____

Alternate 1 – As needed/special occasion off season, one-time cost:

\$ _____

Alternate 2 – Mulching, maintaining, and landscaping flower beds monthly cost:

\$ _____

Submitted By: _____

Signature: _____

Date: _____

PLEASE SUBMIT YOUR OFFICAL RESPONSE ON THIS SHEET ONLY!!!!