

REQUEST FOR PROPOSAL
MADISON COUNTY BOARD OF SUPERVISORS

GROUNDS MAINTENANCE FOR COUNTY FACILITIES
--

Attention: Danny Lee, Director
 Madison County Building and Grounds
 P.O. Box 608, Canton, MS 39046-0608

 or Email to danny.lee@madison-co.com

SCOPE OF WORK:

The Madison County Board of Supervisors (Owner) is requesting proposals from a qualified grounds maintenance contractor (Contractor) to provide grounds maintenance to specific locations shown in attached Exhibits and as described in this document. The services include turf mowing, edging, blowing, pruning and hand/mechanical weed control. Sidewalks and parking areas will have clippings and debris removed once cutting has been completed.

Weather permitting, all work should be performed Monday through Friday. No work will be performed on Sundays or holidays recognized by Madison County.

The contract may be modified for the purpose of adjusting the scope of work to add to or subtract from task due to construction, acquisition of properties, removal of properties/ facilities, or as otherwise determined by the Owner.

CONTRACT TERM:

The initial contract shall be in effect for an initial term of forty-eight (48) months with the option to renew the contract for one (1) additional year and continue to renew each anniversary, provided there is no change with the terms, conditions and specification. If the Owner or Contractor wish to terminate the contract, the requesting party shall provide a written Notice of Termination allowing a ninety (90) day notice.

Prices, as submitted within the proposal, shall remain firm for the initial four (4) year term of the agreement. Any price adjustments requested after the initial four (4) year term must be submitted in writing.

CONTRACT AWARD:

The Owner reserves the right to award proposal in whole or in part, whichever is determined to be in the best interest of the Owner.

**GROUNDS MAINTENANCE SERVICE CONTRACT
BETWEEN
MADISON COUNTY BOARD OF SUPERVISORS
AND
EXCELL LAWN SERVICE**

The Grounds Maintenance Service Contract is made and entered into on this the 01 day of June 2020 by and between the Madison County Board of Supervisors (hereinafter called the "County"), and EXCELL LAWN SERVICE (hereinafter called the "Contractor").

In consideration of the following mutual agreements and covenants, the parties agree as follows:

1. The Contractor agrees to perform Grounds Maintenance as detailed in the attached Proposal identified as Exhibit A.
2. The Contractor will provide all personnel and equipment to complete the services as identified in Exhibit A.
3. Any services, not covered under this contract, will need County approval prior to service being provided.
4. The specified Grounds Maintenance services will be performed Monday-Friday, unless directed otherwise. No work will be performed on Sunday or Legal Holidays.
5. This contract shall be for a period of four years and shall automatically renew each year on the contract anniversary date unless one party provides the other party with a 90-day written notice of its decision not to renew said contract.
6. This contract shall begin on the 2nd day of June 2020.
7. The County agrees to pay the Contractor an annual fee of \$43,036.00, with said annual fee to be paid in 12 monthly payments of \$3,586.30 for performing the Grounds Maintenance services provide under this contract.
8. Contractor shall submit invoices at the end of each month for County approval.
9. Liability Insurance Requirements – The Bidder shall provide proof of Liability Insurance totaling no less than \$1,000,000.00.

The contracting parties through their duly authorized representatives hereby execute this contract on this day the 27th day of May 2020.

MADISON COUNTY BOARD OF SUPERVISORS

EXCELL LAWN SERVICE

113 Bridge Park Circle, Canton, MS

By: _____

Gerald Steen, President

By:  _____

Robert Winn, Owner

Attest:

Ronnie Lott, Chancery Clerk

**COUNTY FACILITY
 GROUNDS MAINTENANCE SERVICE**

Required Services:

- 1 cutting per week between March and September (35 total)
- Turf mowing, edging, blowing
- Hand or Mechanical removal of weeds
- Debris pick up to include trash, limbs, clippings etc. (Proper disposal required)
- Sidewalks and parking areas will have clippings and debris removed once cutting has been completed.

Location:

		Cut Cost per Location (1 Cut)	Required Yearly Service (35 Cuts)
1.	Administration Build.	<u>\$105.00</u>	<u>\$2445.00</u>
2.	Circuit Court	<u>\$203.60</u>	<u>\$4497.60</u>
3.	Citizens Service	<u>\$100.00</u>	<u>\$2724.00</u>
4.	Depart. of Human Services	<u>\$134.00</u>	<u>\$3199.00</u>
5.	Health Depart./ Election Comm.	<u>\$54.25</u>	<u>\$1224.00</u>
6.	Historic Courthouse (Square)	<u>\$170.00</u>	<u>\$4924.40</u>
7.	Justice Court	<u>\$168.00</u>	<u>\$4169.25</u>
8.	Youth Service	<u>\$74.00</u>	<u>\$1664.75</u>
9.	Emergency Management	<u>\$441.00</u>	<u>\$7498.00</u>
10.	South Annex (Madison)	<u>\$181.00</u>	<u>\$5190.00</u>
		(1 Cut)	(6 Cuts)
11.	Emergency Management (Tractor)	<u>\$910.00</u>	<u>\$5500.00</u>
	TOTAL		<u>\$43,036.00</u>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME:	
	PHONE (A/C No. Ext): 800-962-7132	FAX (A/C No): 800-845-3666
E-MAIL ADDRESS: BusinessService@LibertyMutual.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Ohio Security Insurance Company		24082
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Winn Management LLC
113 Bridge Ark Circle
Canton MS 39046

COVERAGES

CERTIFICATE NUMBER: 55092982

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BLS61283521	4/14/2020	4/14/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Winn Management LLC
113 Bridge Ark Circle
Canton MS 39046

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Connie Birch

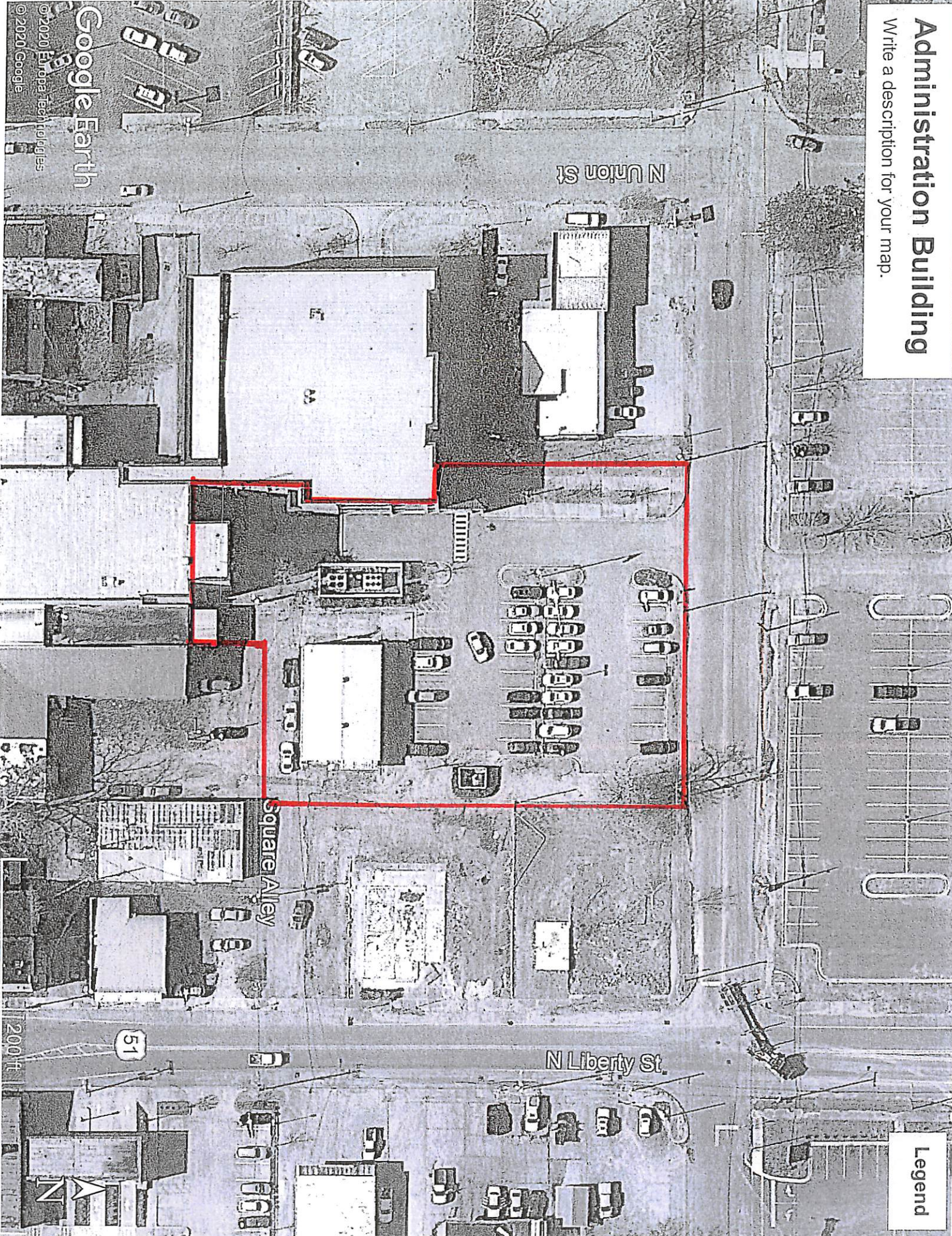
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ACORD 25 (2016/03)

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Administration Building

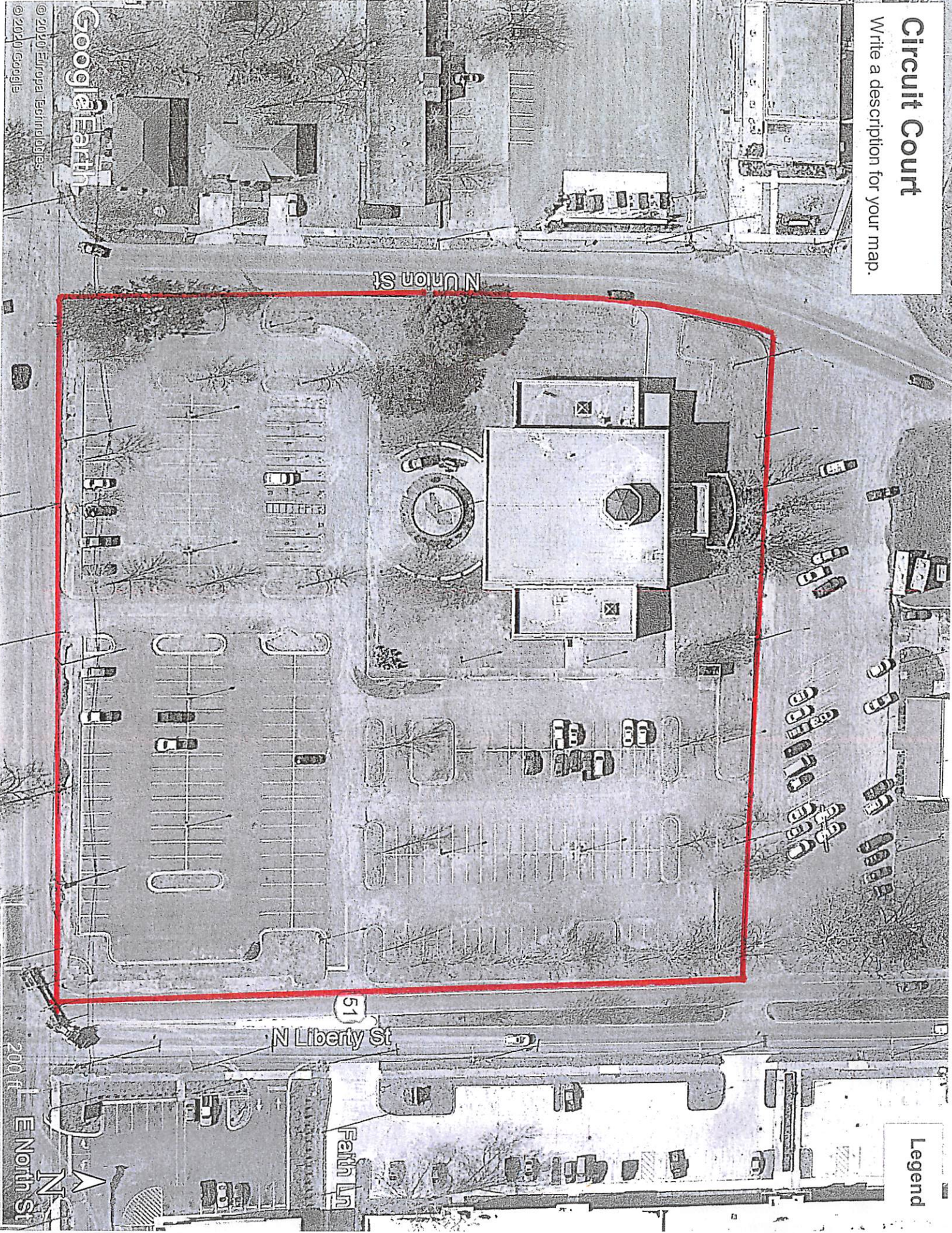
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Legend

Circuit Court

Write a description for your map.



Legend

Citizens Service

Write a description for your map.

Legend



Google Earth

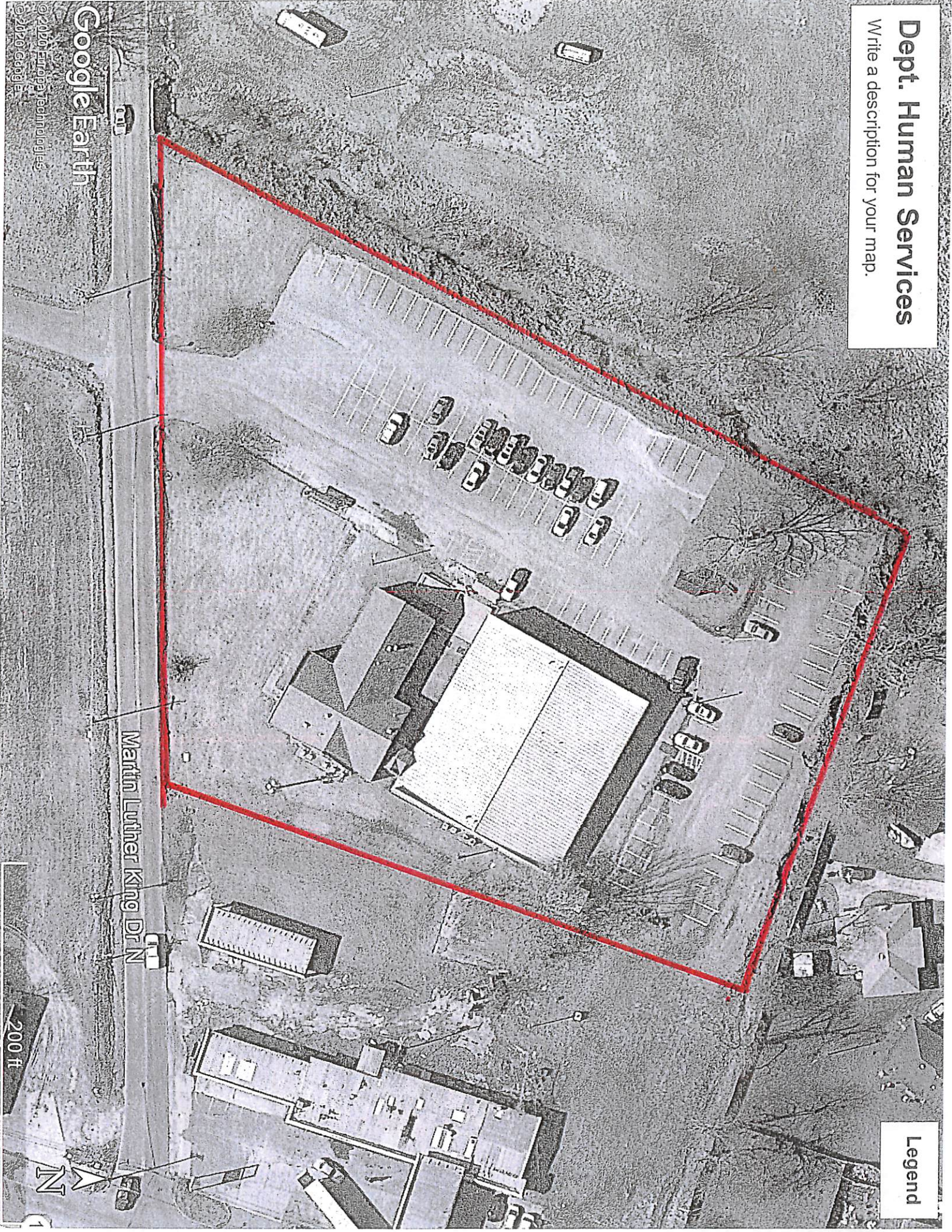
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100 ft



Dept. Human Services

Write a description for your map.



Legend

Google Earth

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Martin Luther King Dr N

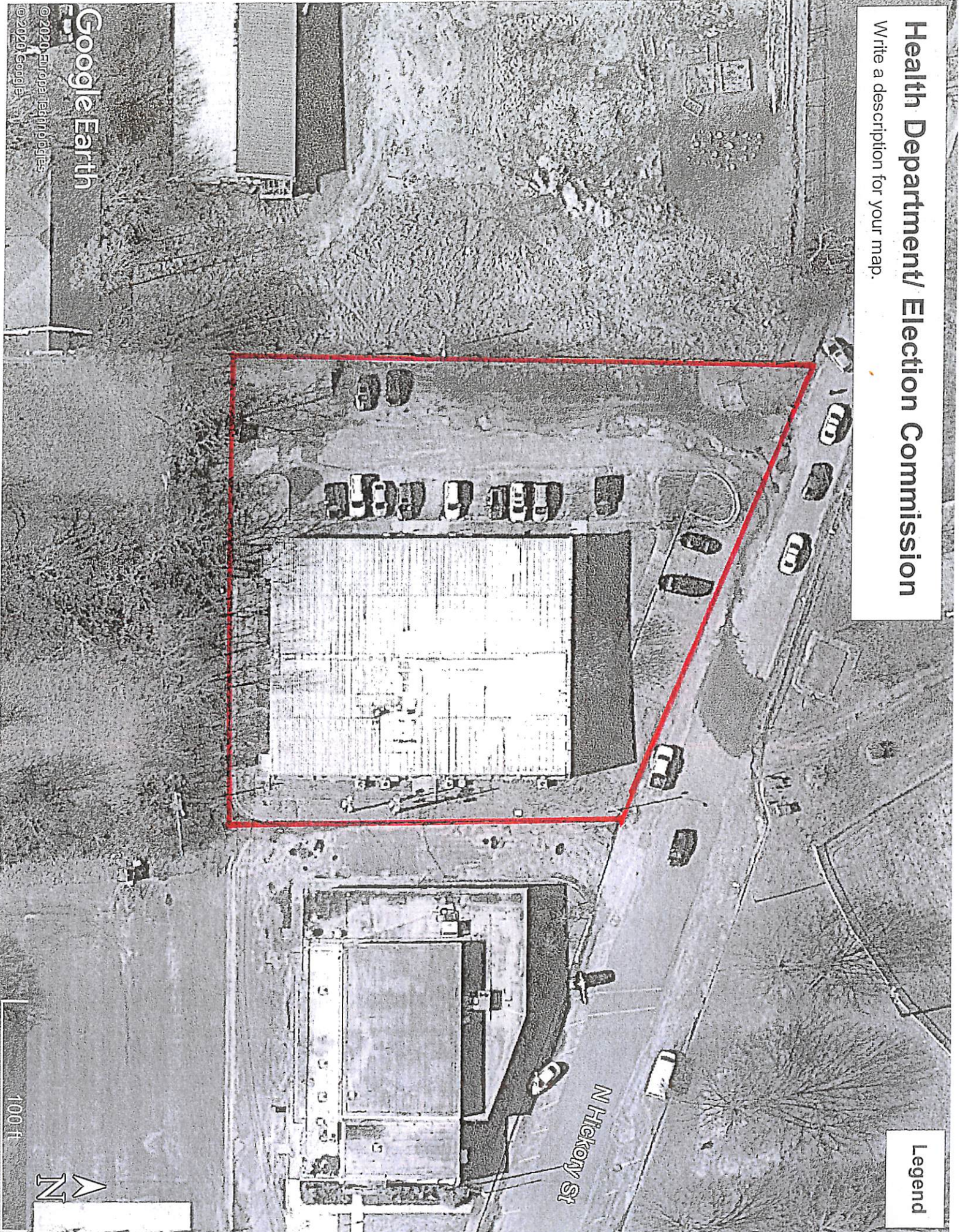
200 ft



Health Department/ Election Commission

Write a description for your map.

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Google Earth

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N Hickory St



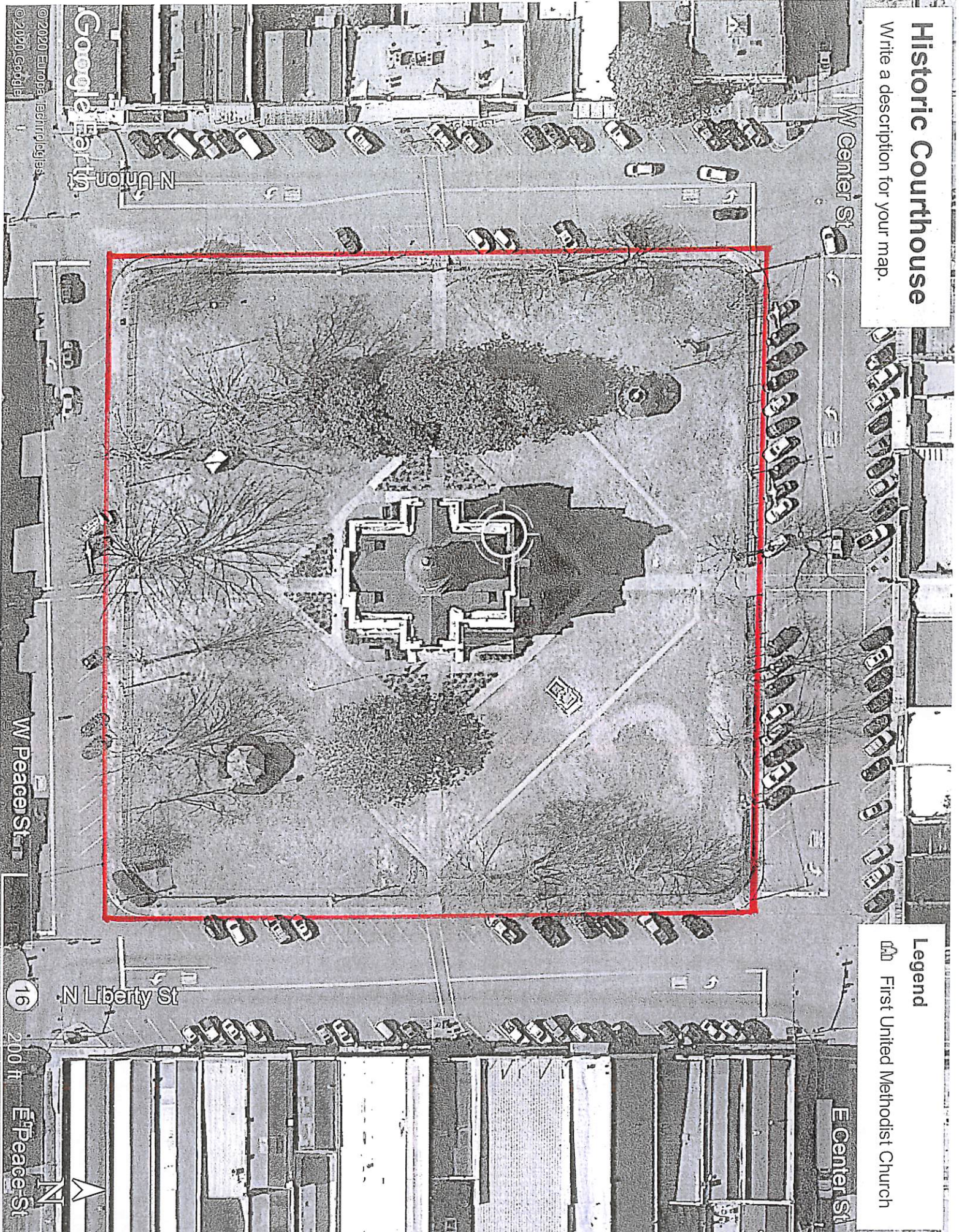
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Historic Courthouse

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16 First United Methodist Church



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Google Earth

W Peace St

16

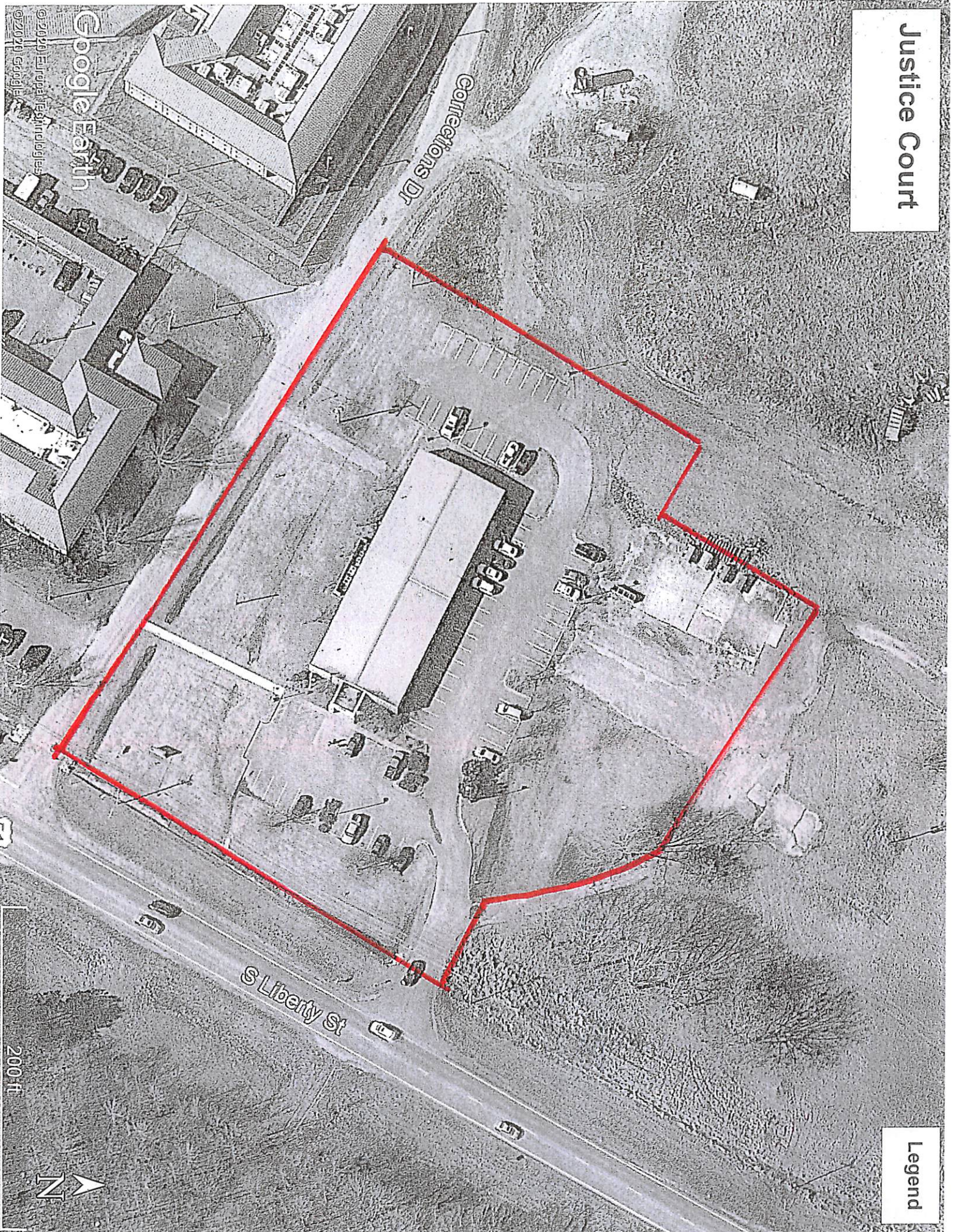
N Liberty St

E Center St

W Center St

E Center St

Justice Court



Legend

Google Earth

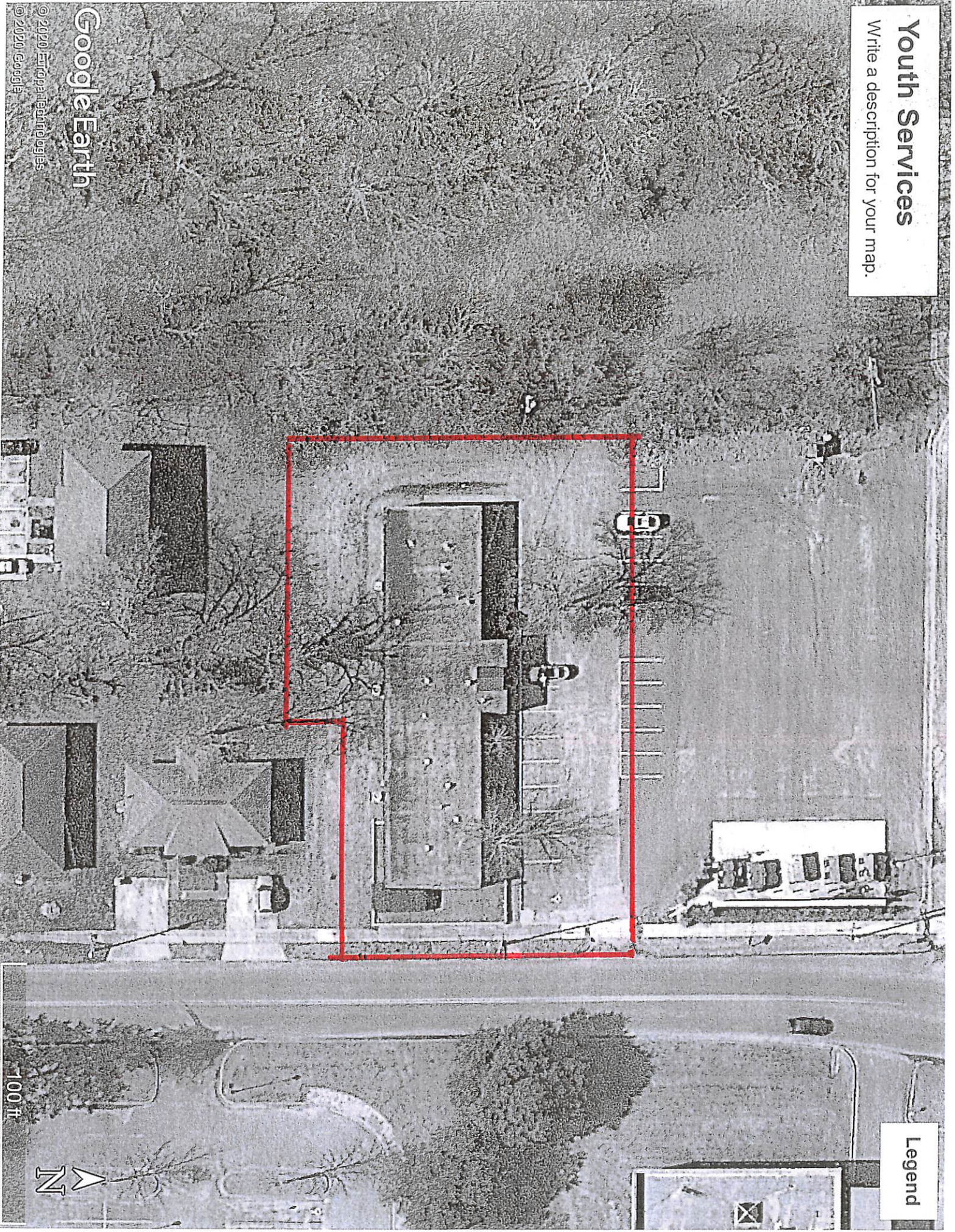
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200-ft



Youth Services

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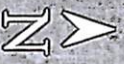


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Google Earth

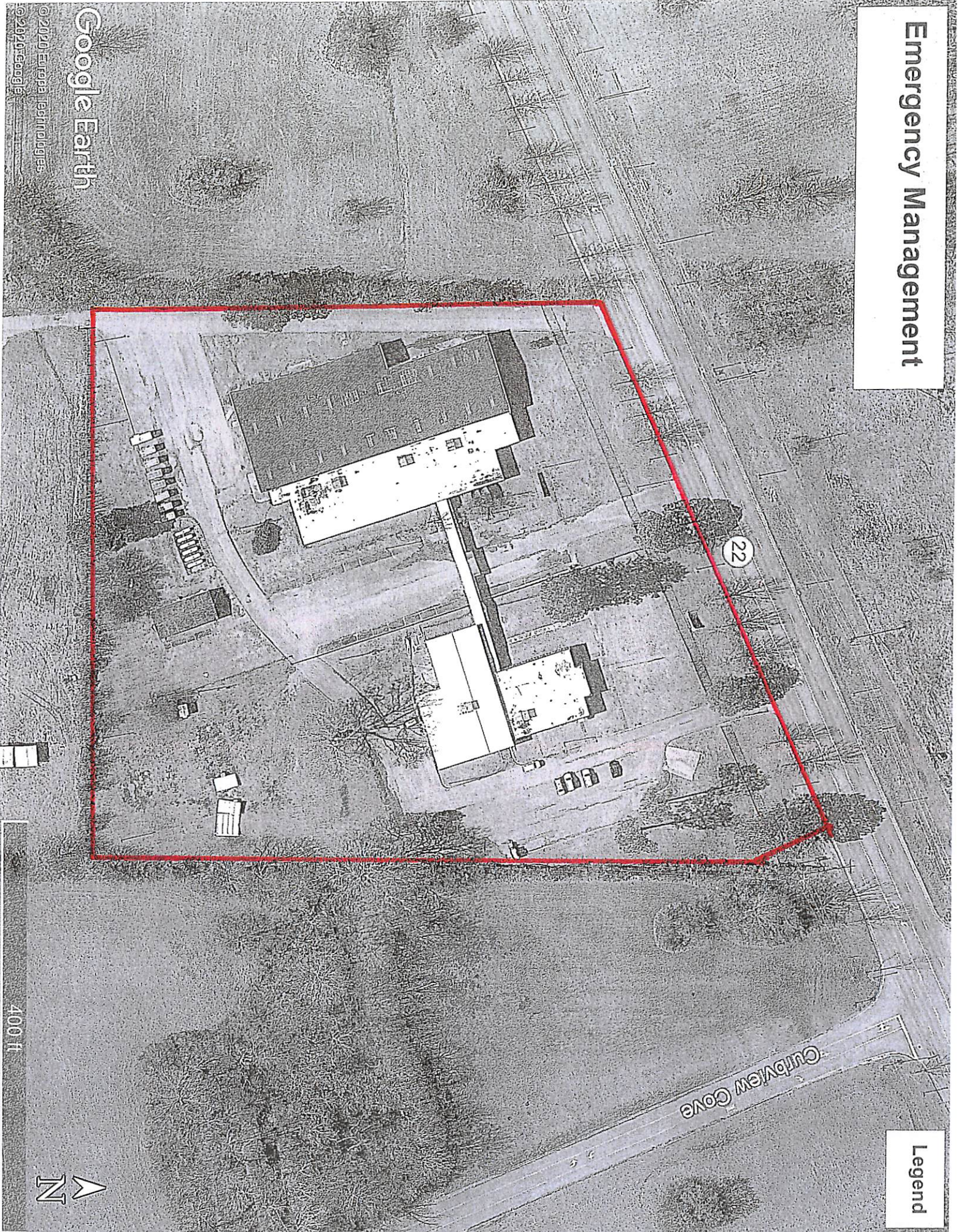
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100 ft



Emergency Management

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22

CUTBURN COVE

400 ft

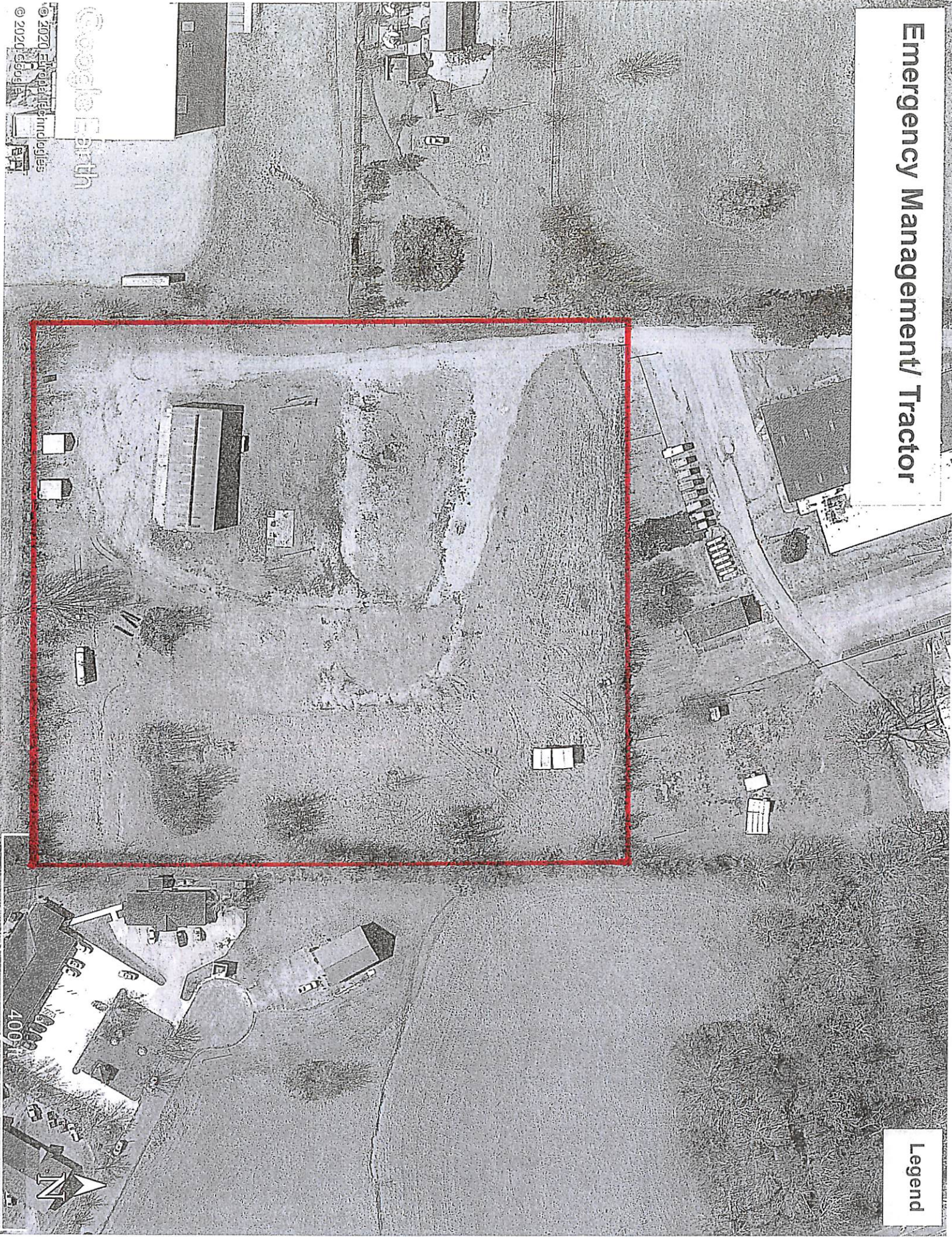


Google Earth

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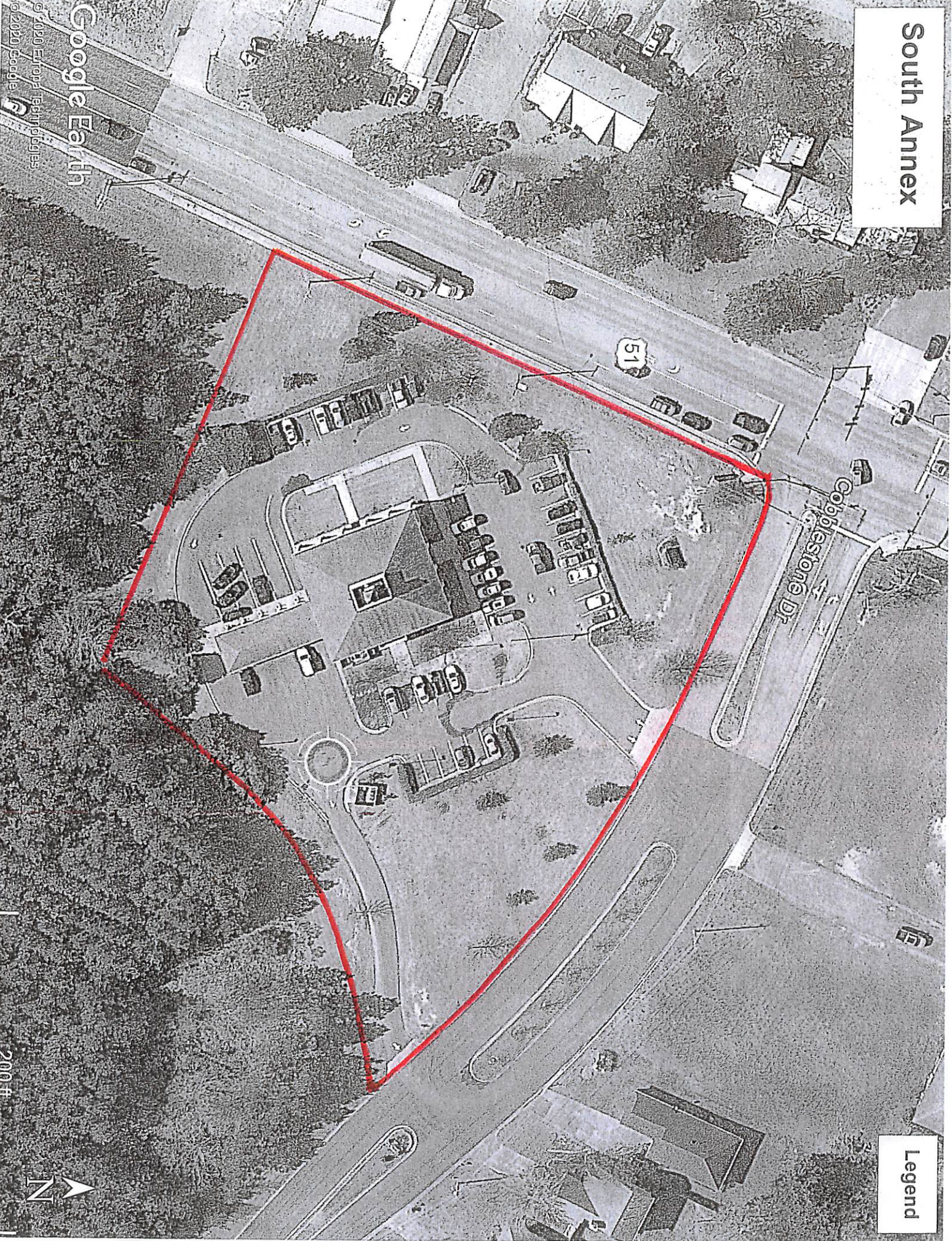
Emergency Management/ Tractor



Legend

South Annex

Legend



Google Earth

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200 ft

