



*Vicksburg*  
**Mississippi**

**City of Vicksburg, Mississippi**  
1401 Walnut Street  
Vicksburg, Mississippi 39180

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## **INVITATION FOR BID**

Issue Date: February 26, 2026

Project Name: **Grass Cutting, Litter Removal and Edging for City of Vicksburg Properties**

### **INTRODUCTION:**

The City of Vicksburg, Mississippi is soliciting sealed bids from qualified and insured contractors for **Grass Cutting, Litter Removal, and Edging** of properties and right of ways owned and/or maintained by the City of Vicksburg. This will consist of two contracts.

### **SPECIFICATIONS FOR BID:**

#### **1.0 QUALIFICATIONS OF THE CONTRACTOR:**

- A. Contractor shall be qualified and experienced in grass cutting and lawn maintenance.
- B. Contractor shall have sufficient manpower, equipment and financial resources to solely maintain all specified land areas. No work shall be sub-contracted.
- C. ALL maintenance activities and operations shall be supervised and/or conducted by a person or persons ensuring the proper maintenance procedures spelled out in these specifications are followed.
- D. All rules and regulations for this type of contract.
- E. State and Federal Laws in regard to the use of herbicides.
- F. Proof of General Liability Insurance with a minimum of \$1,000,000 coverage .  
City of Vicksburg must be named as certificate holder and said certificate shall be received within 10 days of award of project and in advance of beginning said services.
- G. Providing a current IRS Form W-9 to the City of Vicksburg

#### **2.0 EQUIPMENT AND PERSONNEL REQUIREMENTS:**

The Contractor shall employ a competent and experienced supervisor and all properly licensed personnel necessary to perform the services required in this contract. The Contractor or his supervisor shall be available to inspect such work as required by the City. The Contractor shall have the tools, equipment, safety gear, and vehicles required to complete this contract.

**3.0 RESPONSIBILITIES OF CONTRACTOR:**

Awarded Contractor shall indemnify and hold harmless the City of Vicksburg, its Board of Mayor and Aldermen and all City officers, agents, and employees from all suits or claims of any character brought as a result of any action by the successful bidder, his employees, agents, and subcontractors, during the course of or resulting from the contracted work. Any damage caused by the execution of this contract to buildings, vehicles, signs, or persons is the responsibility of the Contractor and the Contractor shall make necessary repairs to remedy any damage. The Contractor shall immediately notify the City of any damages caused and will be solely financial responsibility for the repair of those damages.

**4.0 LOCATIONS: TWO AREAS**

City of Vicksburg buildings, selected medians, and parks.  
See attachments, for bid and location list and location maps.

**AREAS 1**

**AREAS 2**

**5.0 SCOPE OF WORK:**

**A: The Scope of Work included consist of furnishing all labor, tools, materials, and equipment and services necessary for the cutting and edging of turf areas, as spelled out, for the calendar year of 2026. Price of unit bid shall be the cost of a single complete cut, edge, and clean up for each listed property or ROW.**

**B: Grass Cutting, Litter Removal, and Edging, requirements for each cutting cycle.**

**Litter Removal:** Prior to each grass cutting activity cycle, the Contractor shall remove all litter, trash, debris, and limbs in turf areas to be cut. If an area has damaged plant materials, turf, or signage the Contractor is to notify the City, the location and type of damage. (example: car running through the area)

**C: Grass Cutting,** Grass shall be cut to a height of not lower than 1 ½” inches and not higher than 3”. Grass clippings shall be evenly dispersed over the turf areas and not left in piles or allowed to collect on tree mulch rings, flower bed edges, flower beds, hardscapes, sidewalks, or streets. Mowing equipment and string trimmers shall not have contact with trees or planted materials in flower beds.

**D: Edging,** Edge along vertical curbs, walks, and flower beds to maintain a neat and well defined appearance. Remove overhanging grass and weeds growing out of the lawn areas into flower beds, walks, and curbs. A clear defined edge between pavements, turf and flower bed is to be maintained. All fence lines shall be kept free of trees, vines and tall vegetation. Refer to height requirements in C.

**E: Grass Clippings,** Grass clippings are to be dispersed evenly on turf areas only or removed from sites and disposed of properly. No clippings shall be thrown into flower beds, tree rings, streets, curbs, storm drains, or sidewalks by mowers, edging equipment or blowers. A mulching blade attachment to lawn mowers is allowed. If blowers are used, the clippings shall not be blown out into the Right of Ways, sidewalks or landscape beds. If such activity is observed or evidence is found, contractor shall be responsible for the removal of the clippings from the areas and dispose of the clippings off site.

F: **Cutting Cycle**, The cutting will be on a 14-day cycle. Extra cuttings for events will be directed by the City. (example, Miss Mississippi or July 4<sup>th</sup>) Cuttings may be delayed or canceled due to weather conditions, construction, or events.

**6.0 CONTRACT PERIOD:** This contract is for the calendar year of 2026, beginning (March 23) and ending December 15, 2026. At the end of said term, the Owner may wish to amend the contract with the Contractor to extend the contract for two additional periods of one (1) year each, renewed annually. the physical conditions or use of the properties.

**7.0 DELIVERY:** Maintenance operations are to begin upon execution of the Contract. Failure to deliver as specified in the Scope of Work for ALL AREAS or for any individual AREA and in accordance with the Bid submitted, including promised date will constitute sufficient grounds for delay of payment, forfeiture of payment and/or cancellation of the contract at the option of the City of Vicksburg. Invoicing for cutting shall be for a complete cycle cut of all properties, unless otherwise directed by the City.

**8.0 CONDUCT OF CONTRACTOR:**

The Contractor, his/her employees, agents, representatives or other parties acting on behalf of the Contractor must refrain from using any drugs or alcohol while providing the services pursuant to the terms and conditions of the Contract. Furthermore, The Contractor, his/her employees, agents, representatives or other parties acting on behalf of the Contractor must exhibit respect for the property owned and maintained by the City of Vicksburg shall have the right to require the Contractor to remove and/or replace any personnel for nonperformance or for unprofessional behavior. Before submitting a proposal, the Contractor shall make a careful examination of the City of Vicksburg's designated areas specified herein. The Contractor shall determine in advance the method of performing said lawn care services for each site and shall be thoroughly familiar with and assess all conditions of each site.

**9.0 CONTACT PERSON**

The prospective bidders are encouraged to inspect the locations listed and examine the trees marked for cutting. All questions shall be addressed to Mr. Jeff Richardson at 601 636-3574 and or [jeffr@vicksburg.org](mailto:jeffr@vicksburg.org) between the hours of 8:00 AM and 5:00 PM Monday through Friday.

**10.0 FINAL DECISIONS:**

The Board of Mayor and Aldermen of the City of Vicksburg or its designee the Community Development Director or his representative will make all final decisions for the work within this contract.

**GENERAL CONDITIONS:**

**11.0 BIDDERS RESPONSIBILITY:** The Contractor certifies by bidding that he/she is fully aware of the conditions of the service and purpose of the maintenance areas as set forth herein, and that his/her offering will meet these requirements of service and purpose to the satisfaction of the City of Vicksburg.

**12.0 LICENSE:** Successful bidders shall obtain all necessary licenses and or permits required by local and State law prior to issuance of purchase order for and performance of said services.

**13.0 SAFETY SIGNS, LIGHTS, BARRICADES AND CLOTHING:** The Contractor is solely

responsible for adhering to the safety requirements of authorities concerned with or affected by his work. All company vehicles and employees must be clearly identifiable.

#### **14.0 INSURANCE:**

Prior to the execution of the contract resulting from this bid process, furnish proof of liability insurance to the City of Vicksburg in the amount of not less than One Million Dollars (\$1,000,000.00) One Million (\$1,000,000.00) Property Damage and One Million Dollars (\$1,000,000.00) Bodily Injury and Workers' Compensation Insurance over the life of the contract. Such proof of insurance shall be filed with the City Clerk's office prior to the execution of the contract resulting from this bid process.

#### **15.0 BIDDING REQUIREMENTS**

Sealed bids must be received by the City of Vicksburg's City Clerk Office by 9:00am March 25, 2026. Bids can be hand delivered to the City of Vicksburg City Clerk's Office located on the second floor of City Hall (1401 Walnut Street, Vicksburg, Mississippi 39180) or mailed to the City Clerk's Office at Post Office Box 150, Vicksburg, Mississippi 39182.

Bids received after the specified date and time will not be considered.

Prices shall be for each property, as listed, individually on the form included in bid package.

Bids shall be submitted in a sealed envelope clearly marked "**City of Vicksburg Grass Cutting Contract**" on the outside of the envelope. The envelope should also be marked with the bid opening date and time.

#### **16.0 BID OPENING**

A public bid opening will be held at the date, time, and location specified below. Bidders are invited to attend.

- Date: Wednesday, March 25, 2026
- Time: 10 a.m. CDT
- Location: City of Vicksburg Robert M. Walker Annex Building, 1415 Walnut Street, Vicksburg, Mississippi 39180

#### **17.0 SELECTION CRITERIA**

Bids will be evaluated based on, but not limited to, the following criteria to determine the lowest and best bid:

- Bid price, and unit prices
- Experience, qualifications, and references of the contractor.
- Contractor's equipment and apparent ability to perform the work.
- Completeness and clarity of the bid proposal and required documentation.

#### **18.0 RIGHT TO REJECT**

The Board of Mayor and Aldermen reserves the right to amend the specifications upon reasonable notice to all who have examined or requested copies of those specifications, as well as the right to reject any and all bids, to waive any informality in bids, and to accept the bid which is deemed to be in the best interest of the City of Vicksburg.

## NOTICE TO BIDDERS

Sealed bids will be received by the Board of Mayor and Aldermen for a term contract for Grass Cutting Services located at various locations in the City of Vicksburg. This contract is for removal of litter and debris, edging, grass cutting, and cleanup.

The complete Invitation for Bid document, including detailed specifications and bidding requirements, is on file and available at the City of Vicksburg City Clerk's Office located at 1401 Walnut Street, Vicksburg, Mississippi 39180.

Bid Submission Deadline: Sealed bids will be received up until 9:00am, March 25, 2026.

Bids can be hand delivered to the City of Vicksburg City Clerk's Office located on the second floor of City Hall (1401 Walnut Street, Vicksburg, Mississippi 39180) or mailed to the City Clerk's Office at Post Office Box 150, Vicksburg, Mississippi 39182. Bids received after the specified date and time will not be considered.

Bids shall be clearly marked "SEALED BID: GRASS CUTTING" and date/time stamped by a clerk.

Public Bid Opening: All bids will be publicly opened and read on Wednesday, March 25, 2026, at 10:00am CDT in the City of Vicksburg Robert M. Walker Annex Boardroom located at 1415 Walnut Street, Vicksburg, Mississippi.

The Board of Mayor and Aldermen reserves the right to reject any and all bids and to waive any informalities.

**BIDDERS ARE CAUTIONED THAT THE CITY CLERK DOES NOT RECEIVE THE DAILY U.S. MAIL ON OR BEFORE 9:00AM. BIDS WILL BE TIME-STAMPED ACCORDING TO THE CITY CLERK'S TIME CLOCK.**

Publish: Wednesday, March 4, 2026  
Wednesday, March 11, 2026

**EXHIBIT A**  
**Bid Sheet of Area 1 Sites**

<b>AREA 1</b>				
	<b>Area or Building</b>	<b>Location or Address</b>	<b>COST</b>	
1	Kuhn Memorial Civil Rights Park	Martin Luther King Blvd. (old Khun Site)		
2	Fire Station #3	50 Maxwell Drive		
3	Fire Training Center and old Pound lot	103 Old Mill Road		
4	Youth Center	2020 Mission 66		
5	Street, Sewer and Parks Office	1080 Army Navy Dr.		
6	Builing Maint., Welding, Landscape,& Sewer	105 Army Navy Dr. and down Patricia		
7	EnRoute office	2501 Hall's Ferry Rd.		
8	Delia's Park	2502 Hall's Ferry Rd.		
9	Marcus Bottom Welcome Sign	Hall's Ferry Rd		
10	Fire Station #7	3217 Washington St.		
11	Fire Station #2	4125 Indiana Ave.		
12	Water and Gas Administration	2111 Drummond St.		
13	Animal Control	65 Cedars Road, includes the entrance drive		
Right of	Ways and Medians			
14	Hall's Ferry Road	Burger King to Circle K medians <b>MDOT</b>		
15	Washington St. / I-20 Ex. 1	Entrance and Exit clover leaf interior <b>MDOT</b>		
16	Warrenton Road and HWY 61 South	median at intersection with HWY 61S <b>MDOT</b>		
17	Mission 66	Royal St. to Wisconsin		
		Total		

**EXHIBIT B**  
**Bid Sheet of Area 2 Sites**

35C32A1:G <b>AREA 2</b>				
	<b>Area or Building</b>	<b>Location or Address</b>	<b>COST</b>	
	Downtown North			
1	Gas Plant	801 Washington Street		
2	Old #6 Fire Station	912 Cherry Street		
3	Washington Street Lot A (west)	Washington St. between Grove St. & Jackson		
4	Washington Street Park & Dog Park	1007 Washington Street		
5	Jackson Resource Center	923 Walnut Street		
6	Garage	815 China Stree		
7	Auditorium	901 Monroe Street		
8	Old Depot	1010 Levee Street		
9	Gazebo	Clay and Mulberry Streets		
10	Water Front	top of bank and RR, end of pavement north to tree line		
11	Murals	Clay St. to Depot along Levee Street to Flood Wall		
12	Lower MS River Musuem	910 Washington Street		
	Downtown South			
13	Crawford Square	Crawford and Mulberry Street		
14	City Hall	1401 Walnut Street		
15	Planning Department	819 South Street		
16	Convention Center	1600 Mulberry		
17	C.C. Annex and Parking Lots	Mulberry and Veto Streets		
18	Police HQ	820 Veto		
19	Central Fire Station	1630 Walnut		
20	FireHouse Art Gallery Lot	1204 Main St.		
Right of	Ways and Medians			
21	Monroe Boulevard	Commerce St. to South St.		
22	Clay Street	Park Bridge to I-20 on/off ramps <b>MDOT</b>		
23	Jackson Boulevard	Levee St. to Cherry St.		
		Total		

