

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT REQUEST FOR PROPOSAL

LAWN CARE AND LANDSCAPING SERVICE

Overview

1. Introduction: The Holmes County Consolidated School District (HCCSD) is located in Holmes County, MS. The district consists of seven schools, a career and technical center, an alternative school, and a central office. The district has four (4) lawn care service areas.
2. Purpose of RFP: The district is requesting sealed bid proposals for **Lawn Care and Landscaping Services** in the Holmes County Consolidated School District.
3. A bidder can bid on more than one service areas (See Attachment A for Lawn Care Service Areas). In submitting a bid, each bidder should refer to items listed in the scoring rubric.
4. Tentative schedule of RFP events are as follows:
 - a. **Advertisement Dates: July 16, 2026 & July 23, 2026**
 - b. **Proposal Due Date: July 27, 2026, at 9:00 a.m. Bid Opening: July 27, 2026, at 1:00 p.m.**
5. These services shall be provided to the Holmes County Consolidated School District during the 2026-2027 school year.
6. HCCSD reserves the right to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. Presentation of services may be requested by contractor as an additional evaluation criterion.
7. General Specifications and Instructions to Bidders:
 - a. A paper copy or an email copy of this document, including any addendums, can be obtained by request below:

Dr. Shem Y. Whigham, Assistant Superintendent
Holmes County Consolidated School District
Post Office Box 630
313 Olive Street
Lexington, MS 39095
(662) 834-2175
Email: rstephens@holmesccsd.org

- b. RFP Submission requirements: **Submit 3 copies** of the RFP response **in one sealed package with Lawn Care Bid Proposals** indicated on the outside of the package by July 27, 2026, 9:00 a.m. to the following address:

Ms. Michelle Cage, Chief Finance Officer
Holmes County Consolidated School District
Post Office Box 630
313 Olive Street
Lexington, MS 39095

COMMUNICATIONS REGARDING THE RFP

All questions regarding the RFP are to be submitted, in writing to:

Rodney Stephens, Maintenance Supervisor

Post Office Box 630

313 Olive Street

Lexington, MS 39095

Email: rstephens@holmesccsd.org

The deadline for submission of written questions is Friday July 24, 2026. All responses to written questions and changes to specification requirements will be communicated via email to all potential bidders in the form of a Q & A document.

All questions, comments and requests for clarification must be in writing. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communications shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.

The school district reserves the right to request a presentation of proposed services to the evaluation team.

All addendums and/or any other correspondence (general information) to this RFP will be made available **exclusively** through the Holmes County Consolidated School District's website.

Minimum Eligibility Requirements for Contract Award

1. Applicants must address and provide (if applicable) with a list of any pending/past litigation or investigations that have occurred within the past five (5) years.
2. Applicants must have financial stability and adequate staff to manage the service areas.
3. Applicants must comply with all applicable qualifications, licensing, and certification requirements specific to the proposed services.
4. Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances. The contractor must reference in its contract if awarded the bid that the contractor has read, understood, agreed, signed and submitted an original copy of the bid proposals.

PURPOSE of RFP

The purpose of the RFP is to solicit requests from qualified contractors to bid on lawn care service areas in the Holmes County School District.

Attachment A

LAWN CARE SERVICE AREAS

Area 1

Location	Address	Square Footage	Acres
Durant Elementary School & Athletic Field	65 W Madison St Durant, MS 39063	82,764	1.9
Goodman Pickens Elementary School	3877 Hwy 51 South Goodman, MS 39079	526,476	12.1
Williams Sullivan Middle School & Athletic Field	14494 Hwy US 51 Durant, MS 39063	631,620	14.5

Area 2

Location	Address	Square Footage	Acres
S.V. Marshall Elementary/ S.V. Marshall Middle School & Athletic Field	12572 Hwy 12 Lexington, MS 39095	1,176,120	27
Graduates Within Reach Academy	32 School Street Tchula, MS 39063	78,408	1.8

Area 3

Location	Address	Square Footage	Acres
Holmes County Central HS & Athletic Field	9479 Brozville Rd Lexington, MS 39095	871,200	20
William Dean Jr Elementary School	96 Rockport Rd Lexington, MS 39095	793,392	18.2

Area 4

Location	Address	Square Footage	Acres
Holmes County Career and Technical Center	77 Kickernick St Lexington, MS 39095	304,920	7
Holmes County Consolidated School District Central Office	313 Olive Street Lexington, MS 39095	174,200	4
Holmes County Consolidated School District Maintenance Building	209 Pine St Lexington, MS 39095	230,860	5.3
Holmes County Consolidated School District Transportation & Bus Garage	70 Kickernick St Lexington, MS 39095	108,900	2.5

PROJECT SCOPE OF WORK

The Holmes County Consolidated School District (HCCSD) is soliciting competitive written proposals from qualified contractors to perform and complete the following: in a timely and satisfactory manner

- Routine lawn maintenance (mowing, trimming, and blowing debris)
- Edging of sidewalks, walkways, and landscape borders
- Installation and maintenance of perennials and annuals
- Seasonal planting and flower bed design
- Application of mulch in designated landscape beds
- Weed control and general bed maintenance
- Cleanup and disposal of yard waste

Attachment B

School Lawn Maintenance Schedule

Month	Number of Services per Site	Month	Number of Services per Site
July	0	January	0
August	3	February	2
September	3	March	2
October	2	April	3
November	1	May	3
December	0	June	3

PROJECT REQUIREMENTS

- Provide all labor, equipment, and materials necessary to complete services
- Maintain a clean and safe work environment
- Perform services on a scheduled basis (refer to maintenance schedule; Attachment B)
- Ensure proper plant selection suitable for the local climate
- Comply with all local regulations and safety standards

TIME FRAME:

- The length of the contract is 1 year (July 1, 2026- June 30, 2027). The contract will become effective on the date it is signed by all parties and will end no later than June 30, 2027. A contract will be awarded to the contractor (s) whose proposal is determined to be the most advantageous to the district, taking into consideration the price and the evaluation factors set forth in the RFP.

**HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT
SCORING RUBRIC**

313 Olive Street
Lexington, MS 39095
(662) 834-2175

Holmes County Consolidated School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the bidders, as well as any other information available to Holmes County Consolidated School District staff, will be used to evaluate the proposals.

1. Organizational Experience **20 Points**

Variables considered in evaluating this category will include, but not limited to the following:

- a) Applicant's experience and success in conducting similar work
- b) Experience in fulfilling contracts of similar nature
- c) Quality and completeness of proposal
- d) Number of years in business

2. Quality of Service **20 Points**

Variables considered in evaluating this category will include but not limited to the following: overall approach and the applicant's grasp of the project as shown by the depth, breath, and clarity of the proposal.

- a) Review proposed services, service frequency, and completeness of the plan
- b) Assess how well the proposal addresses all RFP requirements and instructions

3. Reference and Past Performances **20 Points**

Variables considered in evaluating this category will include but not limited to the following:

- a. Feedback from prior clients, especially for comparable work (e.g., schools, public Facilities)

4. Cost Efficiency **20 Points**

- b. Total cost of proposed services,
- c. Service and support
- d. Cost Effectiveness and
- e. Preference may be given to competitive pricing and balanced with quality

5. Operations of the Business **20 Points**

- a. Adequacy of resources, including personnel, equipment, financial stability and other related factors,
- b. Management, planning, and support: The quality of procedures and organizational structures proposed for completion of the work; and

c. Timeliness of services.

Total Possible Score: 100 Points *(Plus *Value Added)*

- A. The applicants should submit its best and final cost offer in the proposal. The district, at its sole discretion, may open negotiations with responsible applicants after submission of proposals and prior to award. The district specifically reserves the right to award without negotiations based upon written proposals only.
- B. The evaluation process will include contact with individuals or organizations identified by the applicant as a current/former customer or reference.
- C. The HCCSD reserves the right to reject any and all proposals, to negotiate with the best proposed offer to address issues other than those described in the proposal, to award a contract to other than the low offer, or not to make any award if it is determined to be in the best interest of the HCCSD.
- D. The district reserves the right to terminate the contract based on time limited funding.

Past Performance and Relevant Experience:

Proposers will be evaluated on their demonstrated track record of successfully providing professional services similar in scope, scale, and complexity to those required by this RFP. Consideration will be given to the quality of prior work, adherence to schedules and budgets, client satisfaction, and overall performance outcomes. The evaluation may include review of references and prior contract performance.

**Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 10 may be assigned based on the assessment of the District. These points will be added to the total score.*

Lawn Service Bid Proposal

TO: Holmes County Consolidated School District
313 Olive Street
Lexington, Mississippi 39305

FROM: Name _____
Address _____

Telephone () ____ - ____ (Cell)
() ____ - ____ (Office)

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I hereby bid the sum of \$ _____ on the above referenced service location.

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I hereby bid the sum of \$ _____ on the above referenced service location.

I understand that such contract agreement will be for one (1) calendar year. I have inspected the service Area/Areas, and I accept the terms and provisions contained in the contract prescribed by Holmes County Consolidated School District on file in the office of the Superintendent of Education.

By _____

Date _____