

INVITATION TO BID BID #2025-02

The Scott County Commission is requesting proposals for general lawn service at some of the buildings maintained by the Scott County Commission. For specifications and questions contact Allen Seabaugh, County Clerk at scottcoclerk@scottcomo.com or 573-545-3549 x4. Sealed bids will be received until 9:00 a.m. on March 20, 2025 at which time the bids will be opened and publicly read at the County Commission's regular meeting. The Scott County Commission reserves the right to reject any or all bids as deemed in the best interest of the County.

Bids are being requested for lawn services for the 2025 calendar year.

LAWN CARE SPECIFICATIONS & REQUIREMENTS

Property to be mowed consists of the Courthouse square, jail, and empty lot south of the jail.

- Mow and trim at least once per week or as needed weather permitting
- Blow debris off sidewalks
- Pick up trash and sticks
 - Large limbs and trees will be removed by County
- Trim shrubs in front of Courthouse two (2) times per year and dispose of trimmings
- Place mulch in front of Courthouse around shrubs
- Vendor will provide all equipment and supplies
- Work must be completed after 5:00 p.m. or on the weekend
- Bids must be submitted by price per each individual activity as listed on the Bid Return Sheet
- Certificate of Insurance is required and must be submitted with the bid
- Work Authorization Certification and E-Verify Memorandum of Understanding -or- Certification of Individual Bidder is required and must be submitted with bid
- Affidavit of Compliance with OSHA Training Requirements is required and must be submitted with the bid
- Complete the enclosed Bid Return Sheet

BID SUBMISSION, DEADLINE & QUESTIONS

For bid questions or to review the property, contact Allen Seabaugh, Scott County Clerk. Bids must be received by 9:00 a.m. on March 20, 2025.

Sealed bids must be submitted in-person or by mail. Envelopes should contain the company/individual bidder name and Bid #2025-02 Lawn Services.

In Person:

Allen Seabaugh, Scott County Clerk
Scott County Courthouse
131 S. Winchester, Suite 105
Benton, MO 63736

By Mail:

Allen Seabaugh, Scott County Clerk
PO Box 188
Benton, MO 63736

Email: scottcoclerk@scottcomo.com

Phone: (573) 545-3549 x 4

**INVITATION TO BID
BID #2025-02**

BID RETURN SHEET

Vendor: _____

(initial)

_____ I understand and will comply with the conditions, specifications, and requirements set forth in the bid packet

_____ I have enclosed a Certificate of Insurance

_____ I have enclosed the Work Authorization Certification and E-Verify Memorandum of Understanding -or- Certification of Individual Bidder

_____ I have enclosed the Affidavit of Compliance with OSHA Training Requirements

_____ I have completed, signed, and enclosed this Bid Return Sheet

Price Per Mowing: _____

Price Per Mulching: _____

Price for Shrub Trimming: _____

List any and all exceptions to the specifications provided herein:

Bidder/Company Signature and Information

Bidder's Signature Title Date

Company Name, Address, Phone Number

NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS

Regarding Sections 285.525 through 285.550 RSMo.

Effective January 1, 2009 and pursuant to the State of Missouri's RSMo 285.530 (1): No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Scott County, MO) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMo 285.530 (2)]

RSMo 285.530 pertains to all solicitations for services over \$5,000. RSMo 285.530 does not apply to solicitations for commodities only. If a solicitation is for services and commodities, RSMo 285.530 applies if the services portion of the solicitation is over \$5,000.

Please complete and return form *Work Authorization Certification* pursuant to 285.530 RSMo if your contract amount is in excess of \$5,000.

Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.

If you are an **Individual/Proprietorship**, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents but provide an affidavit (copy attached) which may allow for temporary 90-day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

