

INSTRUCTIONS TO BIDDERS

PROJECT: Annual Equipment & Labor Services (As-Needed)

OWNER: City of Leakesville, Mississippi

1. RECEIPT AND OPENING OF BIDS

The City of Leakesville (herein called the "City") invites bids on the form attached hereto. Bids will be received at City Hall until 12:00 PM (Noon) on Tuesday, February 3, 2026.

The envelopes containing the bids must be sealed, addressed to the **City Clerk, City of Leakesville**, and designated as "**BID FOR ANNUAL EQUIPMENT & LABOR SERVICES - DO NOT OPEN.**"

Bids will be publicly opened and read aloud at the Board of Aldermen meeting on **February 3, 2026, at 2:00 PM.**

2. PREPARATION OF BID

Each bid must be submitted on the prescribed Bid Schedule Form included in this packet. All blank spaces for bid prices must be filled in, in ink or typewritten.

- **Rates:** Bidders must provide a fully burdened hourly rate (including operator, fuel, insurance, and maintenance) for each equipment category they wish to bid on.
- **Mobilization:** Where applicable, Bidders must specify the one-time mobilization fee.

3. QUALIFICATIONS OF BIDDER

The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract.

- **Licensing:** The successful bidder must hold a valid privilege license with the City of Leakesville prior to commencing work.
- **Insurance:** The successful bidder must provide a Certificate of Insurance evidencing General Liability and Workers' Compensation coverage (if applicable) prior to signing the contract.

4. SCOPE OF WORK & "AS-NEEDED" BASIS

Bidders are advised that this contract is for "as-needed" services only. The City makes no guarantee regarding the actual number of hours or quantity of work that will be assigned during the contract term. Work will be assigned via Work Order on a case-by-case basis.

5. METHOD OF AWARD

The contract will be awarded to the lowest and best responsible bidder. The City reserves the right to:

- Award the contract to a single contractor or split the award among multiple contractors if it is in the best interest of the City (e.g., if one contractor has the best rate for Dozers but another has the best rate for Excavators).
- Reject any and all bids.
- Waive any informality in the bids received.

6. CONTRACT TERM

The contract term shall be effective from the date of award through December 31, 2026.

7. INQUIRIES

Any questions regarding this proposal should be directed to the City Clerk at City Hall prior to the bid deadline.

REQUEST FOR PROPOSAL: ANNUAL EQUIPMENT & LABOR SERVICES

Location: Various sites within Leakesville/Greene County

Contract Term: Calendar year 2026

Overview:

We are accepting bids for an "As-Needed" service contract. The selected contractor will be called upon for various maintenance tasks (ditch clearing, alleyway cleanup, road repair) throughout the year. There is no guaranteed minimum workload.

Instructions to Bidders:

Please fill out the Hourly Rates below. Rates must include operator, fuel, insurance, and maintenance.

BID SCHEDULE (Please fill in):

Item	Description	Rate Per Hour	Mobilization Fee*
1	General Laborer (Unskilled - hand tools, cleanup)	\$ _____ /hr	N/A
2	Skid Steer (Min. 70HP) w/ Operator	\$ _____ /hr	\$ _____
3	Mini-Excavator (3-5 Ton) w/ Operator	\$ _____ /hr	\$ _____
4	Large Excavator (20+ Ton) w/ Operator	\$ _____ /hr	\$ _____
5	Dozer (D4/D5 equivalent) w/ Operator	\$ _____ /hr	\$ _____
6	Dump Truck (0-15 Yard) w/ Driver	\$ _____ /hr	N/A
7	Dump Truck (16+ Yard) w/ Driver	\$ _____ /hr	N/A
8	Utility Truck (Bucket) w/Operator	\$ _____ /hr	N/A

**Mobilization Fee: A one-time flat fee to move equipment to the site. If the equipment stays on site for multiple days, this is paid only once.*

Terms:

- **Minimum Call-Out:** We agree to pay a minimum of 5 hours for any request.
- **Response Time:** Contractor must be able to mobilize within 72 hours of a request.
- **License:** Contractor must be licensed with the city.
- **Insurance:** Certificate of Insurance required upon signing.

BIDDER CERTIFICATION & SIGNATURE

The undersigned bidder hereby declares that they have examined the specifications and are fully prepared to perform the duties as described.

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Contact Name (Printed): _____

Phone Number: _____ **Email:** _____

City Privilege License # (if applicable): _____

Authorized Signature: _____

Date: _____