

**ADVERTISEMENT  
FOR THE USE AND BENEFIT OF  
NESHOPA COUNTY, MISSISSIPPI**

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive competitive sealed bids and proposals in the Office of the Chancery Clerk, for the Board of Supervisors of Neshoba County, Mississippi, at the Neshoba County Courthouse, 401 E Beacon Street, Suite 107, Philadelphia, Mississippi 39350 or electronic bids and proposals submitted at [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids) until 10:00 AM on the 7<sup>th</sup> day of April 2025 for the purposes of acquiring the following services and contracts: Complete Flooring and Installation for the Circuit Clerk's Office in the Neshoba County Courthouse.

Detailed specifications for the above described services and bid submittal forms may be obtained from the Neshoba County Board of Supervisors office at the Neshoba County Courthouse, 401 E Beacon Street, Suite 201, Philadelphia, Mississippi 39350, by calling 601-656-6281 or on Neshoba County's website at [www.neshobacounty.net](http://www.neshobacounty.net). Neshoba County, Mississippi will determine if compliance with the specifications exist before accepting any bid.

**INSTRUCTIONS TO BIDDERS:**

All responses to the solicitation for said services shall be returned, with detailed proposals included therewith, including the fixed price amount to be bid, via sealed envelope clearly marked with "Proposal for Circuit Clerk's Office Flooring" to the address provided above or in a single PDF document format, and submitted electronically, at [www.neshobacounty.net/bids](http://www.neshobacounty.net/bids) under the correct bid solicitation, by 10:00 AM, local time, on Monday, April 7<sup>th</sup>, 2025.

It shall be incumbent upon each bidder to understand the specifications as listed herein and to obtain clarification when necessary. It is not the intent of these specifications to limit the bidding to any particular provider of services, but rather to select such services to provide for specific needs and specific tasks. Any reference to name-brand materials or equipment is intended to establish the minimum necessary standards only and bids submitted on materials, equipment and services equal thereto, at the sole discretion and determination of Neshoba County, shall be considered.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 3<sup>rd</sup> day of March 2025.

/s/ GIDGET STOVALL TATE  
GIDGET STOVALL TATE, CLERK  
BOARD OF SUPERVISORS  
NESHOPA COUNTY, MISSISSIPPI

Publication dates: March 12<sup>th</sup> and 19<sup>th</sup>, 2025

## Request for Bids

Complete Flooring Installation for the Circuit Clerk's  
Office in the Neshoba County Courthouse

Neshoba County Board of Supervisors  
Neshoba County, Mississippi

March 3<sup>rd</sup>, 2025

Bids Due

April 7<sup>th</sup>, 2025 at 10:00 AM local time

### BACKGROUND INFORMATION

Neshoba County, Mississippi, acting by and through the Neshoba County Board of Supervisors, is seeking proposals from qualified vendors to provide for installation of flooring in the Circuit Clerk's Office in the Neshoba County Courthouse.

The bid shall include all materials, labor and services to provide for a complete flooring installation job for the Circuit Clerk's Office as per the specifications contained herein. The bid specifically includes moving necessary furniture, equipment and other necessary items to provide for the installation of the new flooring and replacing same without damage to the new flooring, walls or other items. The installation must be scheduled with the Circuit Clerk to ensure that County business is uninterrupted.

### RFP OVERVIEW

Neshoba County is requesting proposals from a single-source qualified vendor to provide the services outlined herein. Single-source qualified vendor, in this context, means a single source service-oriented vendor who will provide for all services necessary to provide for installation of a new and complete flooring system for the Circuit Clerk's Office in the Neshoba County Courthouse as specified in this solicitation.

Proposing vendors shall furnish a complete proposal in response to this solicitation including a completed and executed Neshoba County Bid Form as provided herein. Neshoba County, nor its representatives, will be liable for any expenses incurred in connection with preparation of a response to this invitation. Respondents should prepare their responses simply and economically, providing straightforward and concise responses to this solicitation.

By submission of a proposal in response to this solicitation the vendor shall certify that any necessary chemicals/products utilized for installation including necessary adhesives for carpet or other flooring installation will not endanger the health or safety of the persons handling the materials, the office occupants, the public or damage real or personal property when used in accordance with established written procedures and recommendations provided by the vendor of said product.

Before submitting a proposal, the offering vendor shall make a careful examination of the offices and locations delineated for installation specified herein. The figures contained herein for the flooring to be installed represent approximate amounts of the various materials and vendor is encouraged to independently measure and account for all necessary materials in the preparation of their bid.

This overview provides the general description, approximate quantities and general and required instructions for the flooring services being solicited. It is the responsibility of the proposing vendor to ensure that all factors have been considered before providing a response and bid for this solicitation. Upon award of a bid, if any, no pleas of ignorance, misunderstanding or changing the scope of work will be tolerated in response to this solicitation.

Respondents shall assume full responsibility for timely delivery of their proposals which shall be made in accordance with the INSTRUCTIONS TO BIDDERS aforementioned as advertised. Proposals received after established and advertised closing time and date for receipt of proposals will not be considered.

The Neshoba County Board of Supervisors reserves the right to award or not award a bid in response to this solicitation and to reject any and/or all bids and waive any/or all informalities in response to this solicitation.

The successful bidder for this project will be selected as soon as possible by the County upon receipt and analysis of the proposals presented. Upon notification of award, if any, the successful bidder will immediately enter into a contract with Neshoba County to provide said services.

### SCOPE OF SERVICES

In general, the objective of this solicitation is to acquire flooring installation services that are professional, safe, reliable and efficient. The proposal is multifaceted in that the Circuit Clerk's Office has its own requirements, work schedule and needs that must be considered in the formulation of a proposal. Cost is of great importance, however the lowest and best proposal received will be awarded the contract, if any. The following are included, but not limited to, the scope of services for this project:

- Contractor Minimum Requirements
  - All awarded vendors must comply with:
    - All rules and regulations for this type of contract.
    - State and Federal Laws in regard to the use of all chemicals.
    - Proof of General Liability Insurance with a minimum of \$1,000,000 coverage. Neshoba County 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.
    - Providing a current IRS Form W-9 to Neshoba County.
- Evaluation Criteria

- A variety of criteria will be considered in evaluating the proposals. This evaluation will be made based upon the information provided within the Proposal and additionally the consideration may include, but not be limited to: specific presentations or negotiations, news articles, press releases, client references, industry references, vendors, related sources including social media, and any other sources. The determination as to the finalist(s) will be made based upon using unspecified, weighted criteria for each of the following key areas:
  - Cost
  - Performance history and reputation (Respondent's references, history with like-sized projects)
- County Authorities, Restrictions and Clauses
  - The County reserves the right to reject any and all proposals.
  - Proposals cannot be withdrawn for a period of 30 days. The County will make the selection(s) (if any) within the 30 day period from the date due.
- Performance Expectations and County Rights
  - A single point of contact for the proposing vendor shall be provided to the County. The single point of contact must be the proposing vendors Director of Business Operations, Owner or their designee who is authorized and empowered to make decisions for the vendor.
  - Vendors are expected to provide for a professional installation of all products based upon the manufacturers recommendations which results in a complete and pleasing appearance.
  - Vendors awarded a contract are expected to resolve any issues within a forty-eight hour period unless otherwise communicated.
  - If a selected vendor is voluntarily or involuntarily separated from the County, the services by the separated vendor will be awarded to one or more of the other awarded vendors for the County (if any).
  - The provided installation services may not be performed at a time that interferes with the Circuit Clerk's Office functions.
  - The County reserves to the right to terminate the contract for failure to comply with any of the aforementioned expectations.
- Subcontracting
  - The awarded vendor (if any) shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in this scope of work without the prior written consent of the County.

## General Specifications

- Carpet Tiles Specifications
  - The carpet tiles to be provided for this specification shall be ShawContract® Ecworx® Disperse Color 24 in x 24 in tiles.
  - The construction shall be multi-level pattern loop.
  - The fiber shall be Ecosolution Q100™ Nylon.
  - The dye method shall be 100% solution dyed.
  - The primary backing shall be synthetic and the secondary backing shall be Ecworx® Tile.
  - The protective treatment shall be SSP® Shaw Soil Protection.
  - The installation shall be Quarter Turn unless otherwise specified.
  - The product shall have a Lifetime Commercial Limited Warranty.
  - Installation shall be performed as per the manufacturer's instruction and specifically include the recommended adhesive to be used.
  - Properly installed aesthetic transitions shall be used as necessary to provide for a smooth transition between rooms and flooring types.
  
- Luxury Vinyl Tile (LVT) / Luxury Vinyl Plank (LVP)
  - The LVP to be provided for this specification shall be NOVAFLOOR® ellis collection rigid core in approximate 7 in x 48 in planks.
  - The overall thickness shall be 5.0 mm.
  - The wear layer shall be 0.3 mm or 12 mil.
  - The flooring shall be waterproof, have a protective UV coating applied, have a natural surface texture and be easy to maintain.
  - The product shall have a 10 year Light Commercial Warranty.
  - Installation shall be performed as per the manufacturer's instructions.
  - Properly installed aesthetic transitions shall be used as necessary to provide for a smooth transition between rooms and flooring types.
  
- Traditional Rubber Wall Base
  - The rubber wall base to be provided for this specification shall be Johnsonite Baseworks® Thermoset Rubber (Type TS) with toe in 6 in size.
  - Installation shall be performed as per the manufacturer's instruction and specifically include the recommended adhesive to be used.

### Specific Office / Location Specifications

- Circuit Clerk's Office / Appraisal Office
  - Carpet Tiles shall be installed in the Circuit Clerk's Office in the color and installation style picked by the Circuit Clerk upon award of the bid. The area is approximately 228 square feet of carpet tiles and approximately 50 feet of rubber base with a transition to the Deputy Clerk's Office.
  - LVP shall be installed in the Deputy Clerk's Office, the Circuit Clerk Reception Area, the Marriage Room, the Vault / Records Room and the Break Room. The area is approximately 1,000 square feet of LVP and approximately 262 feet of rubber base with transitions to the different rooms, glass door entrance and main hallway. The colors shall be picked by the Circuit Clerk upon award of the bid.
  - LVP shall be installed in the Appraisal Office in the same colors as the Circuit Clerk's Office area. The area is approximately 304 square feet with approximately 70 feet of rubber base with necessary transitions to the main hallway in addition to the previously described breakroom area.
  - Installation shall include the movement of all necessary furniture, equipment and other items as necessary.

### Response Format

The format of the response to this solicitation is left to the proposing vendor but said response shall include all necessary information to ensure that Neshoba County is able to make an informed decision in regard to the solution proposed. The information required specifically includes the cut sheets/material specification pages from the manufacturer for each type of material. The Neshoba County Bid Form (Pages 9 and 10) for this project must be included with the response and shall be used for determining the costs and additional information for said project.

***It should be noted that Neshoba County is subject to Mississippi Open Records Law. As a result, Neshoba County can give no assurance to any bidder that information marked as proprietary can be protected as such. As a matter of law, submitted proposals will become a part of public record.***

### Proposal Submission

Neshoba County requires the proposal to be submitted as described in the Instructions to Bidders Section on Page 1 of this solicitation

### Project Award

It is the intent of Neshoba County to award this project to a single qualified vendor who can provide all of the required capabilities. Neshoba County reserves the right to waive informalities and irregularities, reject any and all bids and make no award in response to this solicitation in the best interest of the County.

If an award is made as a result of this solicitation, it shall be awarded to the respondent(s) whose proposal is most advantageous to Neshoba County with price and other factors considered.

In the event that an award results from this solicitation, then the winning bidder agrees that Neshoba County will be held harmless for any lawsuits resulting from work performed by the winning bidder or acts of the winning bidder's employees. This shall include any resulting issues with patent infringements.

### Payment Terms

Neshoba County requires an invoice upon satisfactory completion of the project described herein. Claims are generally paid on the first and third Mondays of the month.



NESHOPA COUNTY BOARD OF SUPERVISORS  
Neshoba County Courthouse Flooring Installation  
**OFFICIAL BID FORM**

FOR SUBMISSION OF BID / PROPOSAL

For: Neshoba County Board of Supervisors, 401 Beacon Street, Suite 201, Philadelphia, Mississippi

We are pleased to submit the following bid for:

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with all items, materials and services to provide for a complete flooring installation project for the Neshoba County Circuit Clerk's Office as described in the Bid Specifications, for the prices specified below:

Bid is: \_\_\_\_\_ as per specifications, taking no exceptions

\_\_\_\_\_ taking only those specification exceptions listed by letter attached and referenced to page numbers specified (no alternate bids are accepted)

Circuit Clerk's & Appraisal Office: \$\_\_\_\_\_

As required in the specifications the vendor must provide all costs broken out separately with this official bid form in the proposal presented. This includes all installation services as described in the specifications.

The Proposer certifies, to the best of its knowledge and belief, that:

- (i) The Proposer and/or any of its Principals or Owners:
  - (A) (check one) **are ( )** or **are not ( )** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.
  - (B) (check one) **have ( )** or **have not ( )**, within a three year period preceding this offer, been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and,
  - (C) (check one) **are ( )** or **are not ( )** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.

(Official Bid Form Continued Next Page)

- (ii) The proposer (check one) **has ( )** or **has not ( )**, within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

"Principals," for the purposes of this proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

- (iii) There is no elected official or employee of Neshoba County who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this proposal.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_