

REQUEST FOR INFORMATION (RFI)
Lawn and Landscaping Services
Date: April 8, 2025

The Mississippi Department of Finance and Administration is seeking information from qualified vendors regarding routine and seasonal lawn and landscaping services.

This RFI is for informational purposes only and does not constitute a solicitation or request for bids. The information gathered will help shape future service contracts and procurement strategies.

Who Should Respond:

- Lawn and landscaping service providers of any size

What We're Hoping to Learn

- Typical mowing practices and seasonal adjustments
- Best times of year for specific landscaping tasks
- Types of equipment used for landscaping work
- How vendors prefer to communicate and schedule jobs
- Common challenges in the landscaping industry
- Experiences working with government clients and ideas for improvement
- How vendors price different services and if hourly rates are an option

How to Respond

To complete your response, please fill out and return this interactive PDF form. You may either:

- Email your completed response to Shannon Smith at Shannon.Smith@dfa.ms.gov.
- Or mail a printed copy to:
Shannon Smith
Statewide Procurement Analyst
Mississippi Department of Finance and Administration
501 North West Street, Suite 1300
Jackson, MS 39201

All responses must be received by **April 22, 2025**.

Company Info
Business Name: _____
Contact Person: _____
Email: _____ Phone: _____
Licenses and insurance carried: _____
Service area(s): _____
Types of client served: _____

Services Offered (check all that apply)
Lawn mowing and edging
Seasonal cleanups
Tree & shrub trimming
Mulching
Fertilization & weed control
Landscape design/install
Irrigation maintenance
Other: _____

Questions						
What's the best time of year for the following services?						
<table border="1"> <tr> <td>Pruning/shaping trees & shrubs:</td> <td></td> </tr> <tr> <td>Overseeding:</td> <td></td> </tr> <tr> <td>Mulching:</td> <td></td> </tr> </table>	Pruning/shaping trees & shrubs:		Overseeding:		Mulching:	
Pruning/shaping trees & shrubs:						
Overseeding:						
Mulching:						
What mowing height do you normally use?						

Do you change the mowing height based on the season or location?

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How often do you mow in busy vs. slower seasons?

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Do you recommend seasonal mulching?

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What units do you use when giving quotes for these services?

Mowing:	
Edging:	
String Trimming:	
Blowing:	
Debris Pickup:	
Tree Limbing/Pruning (below 15 feet):	
Pressure Washing:	
Mulching:	
Aerating:	

Would it be reasonable to convert these into an hourly rate?

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What kind of mowers, trimmers, and blowers do you use?

How do you prefer to communicate with customers?

Do you use any apps or systems to manage jobs or talk with customers?

Are there any big issues in your field right now (like supply chain problems)?

Have you had any problems working with government clients?

What would make it easier to work with a state agency?