



**INVITATION FOR BIDS**  
**OFFICE OF PROCUREMENT & CONTRACTS**

**1. INSTRUCTIONS FOR BIDDERS**

- a. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
- c. Bidders shall submit their bids either electronically, in Bully Buy, or in a sealed envelope. Bids CANNOT be emailed
  - a. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address. Bids should be mailed to : 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.
- d. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.

**2. TERMS AND CONDITIONS**

- a. All bids should be bid "FOB Destination"
- b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here:  
[https://www.procurement.msstate.edu/procurement/bids/Bid\\_General\\_Terms\\_May\\_2019\\_V2.pdf](https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf)
- c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum:  
<https://www.procurement.msstate.edu/contracts/standardaddendum.pdf>

**Bid Number: 25-56**

**Opening Date: June 10, 2025 at 2:00 p.m.**

**Description: Pine Straw**

Vendor Name: \_\_\_\_\_

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

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

Days the Offer is Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

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

Item	Quantity	Description	Unit Price	
1	1	Longleaf Pine Straw – Per Bale Unit Price		

MSU is seeking a vendor to furnish loads of longleaf pine straw as requested by the Campus Landscape department for the period of July 1, 2025, through June 30, 2026.

Vendor must be able to furnish a minimum of 620 rolled bales of long leaf pine straw per load (or more if a larger trailer is used) throughout the year. Loads of longleaf pine straw must be delivered within five to seven days following the placement of an order.

Each rolled bale must be “mesh wrapped” and secured to ensure the transportation and handling of the rolled bale prior to installation.

**Each individual rolled bale must meet the following minimum specifications:**

- **Length- 32 inches**
- **Width- 20 inches**
- **Weight- 30 lbs**
- **Needle Length- 9 inches**
- **Coverage- minimum of 125 sq. ft. per roll at two-inch depth**
- **Pine straw must be fresh, bearing a bright color. Brittle, dry, or faded straw will be rejected.**

- Pine straw must be clean, free of weeds, grasses, sticks, ants, and any other debris.
- Pine straw must be delivered to the designated campus drop-off point on an enclosed tractor-trailer. Trailer(s) shall remain on the University's campus until the next load(s) are delivered.

**\*MSU CAMPUS LANDSCAPE RESERVES THE RIGHT TO REJECT ANY LOAD THAT  
DOES NOT MEET ALL OF THE MINIMUM SPECIFICATIONS\***