

VENDOR SELECTION FORM

For purchases over \$10,000

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Mineral Area College has a competitive bidding policy for purchases over \$10,000 according to Board Policy: Article VIII – Business Procedures 8.51 – Purchasing Policy Over \$10,000

This completed form should be submitted to the Executive Director of Finance.

Competitive Bids – In the table below, please provide quote information relating to the requested service / product. Please attach copies of these quotes with the completed form. Forms will be approved within 3 business days.

Vendor Name & Contact Person	Quote #	Date of Quote	Total \$ Amount

The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Awarded Bid – Please check the method used for vendor selection.

Selected Vendor:

Bids are only good for the Fiscal Year in which they are approved.

- ☐ Lowest bid awarded. This is applicable when the competitive bidding process was utilized, and selection was based on the lowest price.

☐ Bid awarded on other criteria. This is applicable when the competitive bidding process was utilized and selection was based on criteria other than lowest price. Examples for selection include, but are not limited to: feasibility, availability, or quality.

- Please provide an explanation of how the awarded bid was selected:
- Please provide a price justification in Section III of this form.

☐ Selected Source awarded. A selected source is applicable when other vendors exist in the marketplace, however, a vendor is selected without competitive bids based upon: technical requirements of the requested product; past performance by other vendors, or a current or historical relationship between the selected vendor and the College.

- Please provide an explanation of how the awarded bid was selected:
- Please provide a price justification in Section III of this form.

☐ Single Source awarded. A sole source selection is applicable when no other vendor is capable of providing the requested service or product. Please provide an explanation of:

- Reason the purchase is considered to be “sole source”:
- Description of the selection process:
- Explanation of how the price was determined to be “reasonable”:

Determination of Reasonable Price

Please select the statement below that best reflects how the price of the awarded bid was considered “reasonable.”

☐ Competitive bidding – Lowest price was selected.

- ☐ Competitive bidding – Lowest price was not selected, however, based on other selection criteria and full comparison, price was determined to be reasonable.
- ☐ Price comparison: Reasonable price as compared with like or similar items purchased previously through the College. Please reference the previous PO number.
- ☐ Reasonable price as compared with like or similar items available in a catalog, website, or advertisement. Please provide a copy of the source.
- ☐ Rate / cost negotiated with an approved vendor per an existing contract or agreement.
- ☐ Please reference the date of agreement.
- ☐ Other: Please provide an explanation.

If using a credit card, this form will suffice for a Visa Purchase approval form once all signatures are completed.

This purchase will be completed with?

- ☐ **Credit Card**
- ☐ **Purchase Order**

Please email this form and electronic/scanned Bids to rjenkins@mineralarea.edu

Requestor's Printed/Typed Name and Title

Date



Requestor's Signature

Dean or VP Signature

Date

ESTIMATE

Pollock Landscaping LLC
12102 Hwy 72
Ironton, MO 63650

pollocklandscaping@gmail.com
+1 (573) 546-1122



MAC

Bill to

Mineral Area College
PO Box 1000
Park Hills, MO 63601

Estimate details

Estimate no.: 2366
Estimate date: 09/11/2025
Expiration date: 10/09/2025

Job Name: MAC Trees and Mulching

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Landscape Installation	Trees:	1	\$21,992.13	\$21,992.13

* Deliver and the following trees (42 total) at the Mineral Area Campus in Park Hills, MO.

8 - Red Buckeye Aesculus pavia 1" caliper, 4' height

14 - Crabapple Malus spp. 'Pinkfire' 2" caliper, 4' height

9 - American Hornbeam Carpinus caroliniana 'Native Flame' 2" caliper, 5' height Preferred species – (if not available the alternate: Redbud Cercis canadensis 'Flamethrower' 2" caliper, 5' height.

11 - Serviceberry Amelanchier x grandiflora 'Autumn Brilliance' 2" caliper, 5' height

Disclosures:

*** American Hornbeam will not likely be available. Substitute: Red Bud 'Flamethrower' may not be available this time of year either. Another

substitute may be required for this species. - If an additional substitute is required, the bid total may change (+/-) based on cost of the substitute. ***

*** Buyer will be notified in advance of deliver/installation date and have opportunity to inspect trees prior to being installed. (Weather may not cooperate requiring a change in the delivery/installation date). ***

2.	Landscape Installation	Tree and Mulch Installation:	1	\$17,693.88	\$17,693.88
		* Plant the following trees (42 total) at the Mineral Area Campus in Park Hills, Mo. before 11/30/25. (See attached map for location). * Stake trees * Install 4" bark mulch rings. (extra 1" allows for mulch compaction and assists in holding moisture for the tree roots). * Water trees...soak the roots after installation. * Install a 15-gallon Tree watering bag on each tree. Simply fill each bag once a week and the bag will slow-release water on the tree root system. This will aid in regular watering of the trees. (See attached tree bag image). Disclosures: *** If trees are provided by Pollock Landscaping a 12-month warranty will be included. The buyer is responsible for producing weekly watering documentation for warranty to be valid. *** *** If trees are provided by Pollock Landscaping, they will be delivered and planted by qualified Pollock Landscaping employee's at the same time. *** *** Buyer will be notified in advance of deliver/installation date and have opportunity to inspect trees prior to being installed. (Weather may not cooperate requiring a change in the delivery/installation date). *** *** Average price for each tree, delivery, installation, staking, mulching,			

watering, tree watering bags, etc. is \$945. This is an average as the unit cost varies by tree specimens. ***

Total	\$39,686.01
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Note to customer

Let me know if you have any questions.
Thanks,
Jason Cooper
jason@pollocklandscaping.com
573.631.2838

Expiry date	10/09/2025
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Accepted date	Accepted by
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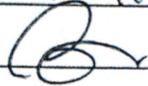
Tree Planting and Mulching Bid Form

Project: Planting and Mulching of 42 Trees

Bidder (Print Name): Ben Seemann

Company: MAcc contracting, Inc.

Phone number: 314-346-2316 Email Address: ben@maccontracting.com

Signature:  , GM

Description	Quantity	Unit Price	Extended Price	Notes / Materials (mulch type, warranty, etc.)
Tree planting (per MDC guidelines)	42	\$325	\$13,650	Include warranty details if offered lyr
Mulch application (3" thick to drip line, bark or wood chips)	42	\$60	\$2,520	Specify mulch type/source Double ground, brown Ben's Nursery & Landscape Supply
Other costs (equipment, labor, etc.)		\$1,600	\$1,600	Optional Equip. to complete job
	Total Bid:		Grand Total: \$17,770	Schedule for Planting: mid/late October

Mineral Area College Planting Plan

Trees will be planted 45-50 feet apart. Trees will be planted following the Missouri Dept. of Conservation tree planting guidelines (How to Plant a Tree). Trees will be mulched following the standards in the MDC tree mulching guidelines (Mulch your trees best friend). Mulch will be 3" deep and extend out to the trees drip line in a doughnut-shaped ring.

Legend

- ▲ Serviceberry_red_cultiva
- Red buckeye
- Cabapple
- American_hornbeam_re

0 140 280 560 840 1,120 Feet DNR

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