Request for Bid

THIS IS NOT AN ORDER

RFB Number: 4100027793
Coll. Number: 9551
Date: 04/01/2016
Requisition No.: 10132827
Buyer/Phone: Purchasing Dept. / 662-915-7448
Bid due on: 05/05/2016

Please return the bid request to Procurement Services at the above address. Bids must be returned in the envelope provided, or addressed with the collective number and opening date displayed on the outside of envelope.

Information

Vendor Bid Information submitted by:
Printed Name
Signature
Delivery Date ARO

Vendor Address
SAMPLE BID VENDOR
OFFICE OF PURCHASING
UNIVERSITY MS 38677
Phone: 662-915-7448
Fax: 662-915-7752

The University of Mississippi
Office of Procurement Services
P.O. Box 1948
University, MS 38677-1848
Phone: (662) 915-7448
Fax: (662) 915-7752

Ship To:
The University of Mississippi
Physical Plant Department
Central Storeroom
700 Hathorn Road
University MS 38677

Item | Material/Description | Quantity | UM | Unit Price | Amount
--- | --- | --- | --- | --- | ---
ALL BIDS ARE DUE IN PROPERLY IDENTIFIED, SEALED ENVELOPES TO THE FOLLOWING:

BID FILE # 9551
PROCUREMENT SERVICES
164 JEANETTE PHILLIPS DRIVE
UNIVERSITY, MS 38677

NO LATER THAN 2:30 PM, THURSDAY, MAY 5, 2016. YOUR BID MUST ARRIVE AT THE PROCUREMENT SERVICES BUILDING NO LATER THAN THE STATED DATE AND TIME. PLEASE SEND YOUR BID IN A TIMELY FASHION THAT ALLOWS FOR UNFORESEEN DELAYS BY YOUR CHOSEN DELIVERY METHOD.

THE UNIVERSITY RESERVES THE RIGHT TO REJECT ALL BIDS RECEIVED.

PLEASE INCLUDE ORIGINAL REQUEST FOR BID DOCUMENTS.
PLEASE MAKE SURE ALL DOCUMENTS INCLUDE YOUR CORRECT NAME, COMPANY NAME, AND CONTACT INFORMATION (ADDRESS, PHONE NUMBER, FAX NUMBER, ETC.).

BID SUBMISSIONS SHOULD INCLUDE ONE ORIGINAL AND AT LEAST ONE COPY UNLESS MORE COPIES ARE SPECIFIED.

INSTRUCTIONS TO VENDOR

GENERAL SPECIFICATIONS
(1) Bids - All bids will be quoted F.O.B. University or Oxford, Mississippi. No bid will be considered unless F.O.B terms are as stated above. All prices are to be firm quotations. See 'General Information to Bidder' included with bid packet.
(2) Terms - Bidder will state terms of sale. Our terms are 2½ 10 days, net 45 days. These terms will apply unless otherwise specified.
(3) Delivery - Bidder will state in bid delivery that purchaser can expect on each item.

DETAILED SPECIFICATIONS
It is the intent of these specifications particularly where manufacturer's name and/or catalog number is used to select an item of comparable materials and/or design. It is not the intent to limit the bidding, however, all bidders are cautioned that the listed manufacturer's standards shall be a minimum. It is a requirement that all bidders who furnish quotations on products of manufacturer other than those listed shall furnish with their bid complete information together with full specifications of items they propose to furnish.
INSTRUCTIONS TO VENDOR

GENERAL SPECIFICATIONS
(1) Bids - All bids will be quoted F.O.B. University or Oxford, Mississippi. No bid will be considered unless F.O.B terms are as stated above. All prices are to be firm quotations. See ‘General Information to Bidder’ included with bid packet.
(2) Terms - Bidder will state terms of sale. Our terms are 2% 10 days, net 45 days. These terms will apply unless otherwise specified.
(3) Delivery - Bidder will state in bid delivery that purchaser can expect on each item.

DETAILED SPECIFICATIONS
It is the intent of these specifications particularly where manufacturer’s name and/or catalog number is used to select an item of comparable materials and/or design. It is not the intent to limit the bidding, however, all bidders are cautioned that the listed manufacturer’s standards shall be a minimum. It is a requirement that all bidders who furnish quotations on products of manufacturer other than those listed shall furnish with their bid complete information together with full specifications of items they propose to furnish.
Request for Bid

**Information**

**THIS IS NOT AN ORDER**

- **RFB Number**: 4100027793
- **Coll. Number**: 9551
- **Date**: 04/01/2016
- **Requisition No.**: 10132827
- **Buyer/Phone**: Purchasing Dept. / 662-915-7448
- **Bid due on**: 05/05/2016

Please return the bid request to Procurement Services at the above address. Bids must be returned in the envelope provided, or addressed with the collective number and opening date displayed on the outside of envelope.

---

**Vendor Bid Information submitted by:**

- **Printed Name**: 
- **Signature**: 
- **Delivery Date ARO**: 

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Material/Description</th>
<th>Quantity</th>
<th>UM</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bid preparation will be in accordance with the Instructions to Bidders bound in the project manual. Bids must be submitted on the form to be furnished in the project manual and must be accompanied by bid bond or certified check for at least five percent (5%) of the base bid payable to the University of Mississippi. Bid envelope must contain on the outside of the envelope the Contractor’s current Certificate of Responsibility number and the Contractor’s License number unless a statement is written on the outside of the envelope stating that the enclosed bid is less than and did not exceed $50,000.00.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOR QUESTIONS, PLEASE CONTACT DONNA MOONEY AT 662-915-1828.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**INSTRUCTIONS TO VENDOR**

**GENERAL SPECIFICATIONS**

1. Bids - All bids will be quoted F.O.B. University or Oxford, Mississippi. No bid will be considered unless F.O.B terms are as stated above. All prices are to be firm quotations. See ‘General Information to Bidder’ included with bid packet.
2. Terms - Bidder will state terms of sale. Our terms are 2½ 10 days, net 45 days. These terms will apply unless otherwise specified.
3. Delivery - Bidder will state in bid delivery that purchaser can expect on each item.

**DETAILED SPECIFICATIONS**

It is the intent of these specifications particularly where manufacturer's name and/or catalog number is used to select an item of comparable materials and/or design. It is not the intent to limit the bidding, however, all bidders are cautioned that the listed manufacturer's standards shall be a minimum. It is a requirement that all bidders who furnish quotations on products of manufacturer other than those listed shall furnish with their bid complete information together with full specifications of items they propose to furnish.

---

**Total $**
GENERAL INFORMATION TO BIDDERS CONSTRUCTION

A. DELIVERY OF BIDS
1. All bids must be received at Procurement Services, 164 Jeanette Phillips Drive, University of Mississippi, University, MS 38677, unless otherwise specified, not later than time and date shown on bid invitation.

2. Bid must be in a sealed envelope and marked with name, bid file number, and opening date.

3. Telegraphic Bids and Mailgrams will be considered whenever they are delivered sealed at the designated office by the time and date set for receipt of bids. Such telegraphic bids or mailgrams shall contain specific reference to the Invitation for Bids; the items, quantities, and prices for which the bid is submitted; the time and place of delivery; and a statement that the bidder agrees to all the terms, conditions, and provisions of the Invitation for Bids.

4. Facsimile Bids shall require submission of original bid prior to any award being made. For a bid to be acceptable when transmitted by a facsimile machine, it shall have been faxed to an off-site location and delivered sealed to the proper purchasing entity prior to the time and date set for the bid opening.

B. RECEIPT AND OPENING OF BIDS
1. All construction bids have a written published bid opening time and date assigned that is the drop dead time for us to receive your sealed bid. All bids received are time stamped or clocked in using our time clock. There is no other time clock that will be considered. It is your responsibility to make sure you or your carrier is aware of the published deadline for each bid. BIDS THAT ARE LATE BY ONE (1) SECOND ARE REJECTED. Failure of Fed-Ex, UPS or the USPS to deliver your bids on time is not our responsibility. Bids will be opened publicly at the time and place stated in the invitation for bids. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will be attached to any officer for the premature opening of a bid not properly addressed and identified.

2. If the University is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters, (the “Force Majeure Events”), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the University shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the University until the new date and time of the bid opening as set forth herein. The University shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the University as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the University prior to the new date and time of the bid opening.

3. On construction projects that exceed $50,000.00, state law requires contractors to place on the outside of their sealed bid envelopes the contractor’s Certificate of Responsibility Number or a written statement that the Bid contained is less than $50,000.00. Failure to follow this state requirement will result in the bid being disqualified and the contractor’s sealed bid will received no further consideration. It is not our responsibility to point out this requirement when your bid is delivered to our office.

4. Bid Bonds are optional and at the discretion of the university. If a bid bond is required, there will be written language in the detailed specification of the bid document stating this requirement. If a bid bond is required, and one is not located in the bid envelope, the bid will receive no further consideration. Acceptable bid bonds consist of surety bonds issued through a licensed Mississippi agent, bank money orders, or a bank encumbered check made payable to the University of Mississippi. Personal and company checks are NOT bank encumbered and are NOT acceptable bond bids.

5. On construction projects that exceed twenty five thousand dollars ($25,000.00), a Performance Bond is required. The performance bond must be issued through a licensed MS agent and will be made a part of the construction contract agreement.

6. Liability Insurance in the amount of one (1) million dollars will be required of the successful bidder before work begins on the university campus. We will need a Certificate of Insurance delivered to our department from your insurance company. Proof of insurance must be provided before work beings. This applies to jobs in excess of $5,000.00

7. Changes to a Bid can be written on the outside of the already sealed envelope at which time the change will be read aloud prior to the bid envelope being publicly opened.

8. Bids are to be submitted in duplicate on the forms furnished for the purpose or on exact copies thereof.

9. Unless otherwise specified, bid shall be binding for minimum of 30 days.

10. Bids may be modified or withdrawn by written or telegraphic notice received in Procurement Services prior to time set for bid opening.

11. All bid prices must be typed or written in ink and any alterations to bid prices must be initialed. ALL BIDS MUST BE SIGNED IN INK.
12. Tax on Construction – It is incumbent upon the bidder to be familiar with the laws of the state concerning tax on construction. Any and all taxes due (State or Federal) will be responsibility of the vendor.

13. The contract will be awarded as soon as possible to the lowest and best responsible bidder, provided his bid is reasonable and it is to the best interest of the Owner to accept it.

14. Only the issuance of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

15. Assuming there is no prompt payment discount provision; payment will be made within 30 days from receipt of products in satisfactory condition, and receipt of the invoice.

C. WITHDRAWAL OF BIDS

Bids may be withdrawn on written or telegraphic request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

THE UNIVERSITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES.

NON-RESIDENT BIDDER: When a non-resident Bidder (a Contractor whose principal place of business is outside the State of Mississippi) submits a bid for the Mississippi public works project, one of the following is required and shall be submitted with the Proposal Form:

A. Copy of Law: If the non-resident Bidder’s state has a resident Bidder preference law, a copy of that law shall be submitted with the Proposal Form.

B. Statement: If the state has no such law then a statement indicating the State of (Name of State) has no resident Contractor preference law shall be submitted with the Proposal Form.

It is inherent upon the challenging or protesting bidder to provide a certified copy of the preference law in question within 2 working days (48 hours) after bids are opened and a challenge made.