

Department of Administration



200 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017

July 30, 2020

NOTICE TO DEALERS IN CONCRETE:

DUE DATE & WHERE

Sealed, signed bids are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office. **The bid must be stamped in by 3:30 P.M., Tuesday, August 18, 2020**, at which time said bids, will be publicly opened at the City Hall located at 219 S. President Street, Jackson, MS 39201 for the following:

Twelve-Month Supply of Ready-Mix Concrete

Term: August 01, 2020 through July 31, 2021

See attached Specifications/Descriptions

SPECIFICATION QUESTIONS

For additional information regarding specifications contact: James Caldwell, Infrastructure Manager Department of Public Works; at (601) 960-2529.

EBO REQUIRED

The City of Jackson is committed to the principle of non-discrimination in Public Purchasing. It is the policy of the City of Jackson to promote full and equal business opportunities for all persons doing business with the City. As a pre-condition to selection, each contractor, bidder or offer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application, with each bid submission in accordance with the provisions set forth by the authority of the City of Jackson's EBO Ordinance. Failure to comply with the City's EBO Ordinance shall disqualify a contractor, bidder or offer, from being awarded an eligible contract. For more information on the City EBO Program, please contact the Office of Economic Development at (601) 960-1638. Copies of the EBO Ordinance, EBO Plan Application and a copy of the EBO Program are available with the Office of Economic Development at 200 South President Street, Second Floor, and Jackson, Mississippi.

BID PACKAGE REQUEST

Bid Package with specifications may be secured from the City of Jackson's website at www.jacksonms.gov, or the Purchasing Division located in the Warren Hood Building, 200 S. President St., Room 604, Jackson, MS 39201, Phone no. (601) 960-1025.

SUBMITTING A BID AND NOTES

1. You are required to submit three (3) copies: one (1) original and two (2) copies to include: **(proposal form), (completed EBO application)** and any additional information you submit: e.g. **(warranty, research data sheets, booklets, pamphlets, etc)**. Or your bid will be considered non-responsive.

2. **Your completed and signed proposal pricing section must be returned along with all required/mandatory documents:** e.g. (bids with multiple sections, parts, pages and/or a check list).
3. Your bid price(s) must be submitted on the proposal form provided by the City unless otherwise instructed
4. Do not return the instruction and specification section with your proposal forms. Retain these documents for your files. (Only return, required warranty, detail check-off list and equipment documents.)
5. Proposal Forms must be legibly handwritten or typed; if not, they will be considered non-responsive. All errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the representative signing the bid.
6. The unit price will always govern in determining the extended price or the total. **Please, review your price(s) carefully before submitting your bid.** No bid shall be altered or amended after the specified time for bid opening or once delivered.
7. **The (manufacturer's name) and (model number) must be stated when required for each item.** Any item without this information may not be considered.

ALTERNATIVE BIDS AND NOTES

8. Alternate bids are not acceptable, unless submitted in a separate sealed envelope. Do not submit prices for more than one product or the same product per item. Only one product, size and price per bid item as specified in the bid package.
9. Alternate bids may be submitted but not necessarily accepted by the City. The City reserves the right to determine whether an alternative bid offered is equivalent to and meets the standards and/or specifications stated. **Alternative bids must be submitted on the bid proposal form furnished by the City of Jackson, (include any additional required copies).** Otherwise, the bids will not be considered.
10. **Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.**
Example:
 1. All or none
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
 4. No notation or other packaging pricing below the submitted price.
11. Bid openings will be conducted and open to the public. However, they will serve only for the opening and reading of the bid price and in no way considered as an award.

WHERE TO SEND BID AND NOTES

12. Please send three (3) signed copies: one (1) original and two (2) copies in a sealed envelope addressed to: City Clerk's Office of Jackson P. O. Box 17, Jackson, MS 39205 or hand delivered to the City Clerk's Office of Jackson, 219 South President Street, Jackson, MS 39201 until 3:30 P.M. per the above instructions.
13. **Only One (1) complete bid submission allowed per delivery envelope, if more than one bid proposal is submitted per a delivery envelope, it will not be accepted as an official bid.**

14. **As required, write on the outside of the delivery envelope the (entire bid number) and (return address.)**
15. Facsimile transmitted bids or other documents are not acceptable.

EMPLOYEE BIDDING

16. It is illegal for any City official, employee and/or immediate family member to serve as a vendor for the City of Jackson. Bidding by city employees is prohibited. It is hereby declared unlawful for any city official to: bid on, sell, or offer for sale any merchandise, services, equipment, material, or similar commodity, during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson. (§ 25-4-105) (Miss Code 1972 as amended)

SUBMITTING A NO BID

17. Submit only one (1) proposal form indicate: "**No Bid**", **(Company's Name/Address)** and **(Sign)**.
18. As required, on the outside of the deliver envelope indicate: **(No Bid)** and **(Entire Bid Number)**. All "**No Bids**" should be submitted on the same scheduled opening date and time to be recorded with all other bids.

CITY OF JACKSON RIGHTS

19. The City reserves the right to waive any general, special conditions and/or minor specification deviation when considered to be in the best interest of the City of Jackson, providing such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors.
The City reserves the right to reject any and all bids. The City reserves the right to waive any and all informalities in respect to any bid submitted. **Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to the lowest cost per item or to the lowest total cost for all items; or to accept all or part of any proposal.** Where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, this statement will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation. Delivery time may be considered when evaluating the bid proposal.

VENDOR BID AGREEMENT

20. **One-time bid awards:** must be valid for a minimum of 60 days from the bid opening date.
21. **Term bid awards:** must be valid for the duration of the terms defined in the proposal for each bid. Vendors may not withdraw a bid prior to the end of 60 days or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.

By signing this bid proposal, the vendor agrees to hold the submitted bid price firm for the term of the bid stated. Only if it applies, the vendor understands the estimated quantity stated and amount to be ordered may be over or below the estimated usage stated in the bid. This is not in any way a guaranteed amount to be ordered. A purchase order will be issued by the Purchasing Division for the requested quantity to be ordered from the using department

The vendor should understand their failure to stand behind the agreement could cause a statement of failure to perform to be placed in the company's file and/or the company to be placed on hold with the City of Jackson or the agreement of award to be cancelled. By signing the bid, you understand and agree to all the terms of the bid.

DELIVERY & OTHER COST

This order is to be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within the Number of days stated after the receipt of our purchase order. "Note, all cost must be Included in the bid price." No additional cost can be attached to a bid order.

TAXES

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMES NO TAX LIABILITY.

CITY OF JACKSON, MISSISSIPPI

Destiney Williams, Manager
Purchasing Division
601-960-1333 or 1025

MO/
75070

CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR DELIVERY OR MAILING INSTRUCTIONS:

1. **Submit one (1) original and two (2) copies of your Bid Package.**
2. **MAILING ADDRESS:** **City Clerk's Office of Jackson
Post Office Box 17
Jackson, MS 39205**
3. **DELIVERY ADDRESS:** **City Clerk's Office of Jackson
219 South President Street
Jackson, MS 39201**
4. **Note the following on the outside of your bid envelope:
Bid No. 75070-081820; to be opened August 18, 2020**

In accordance with your Notice of July 30, 2020 & August 06, 2020 I bid as follows:

Twelve-Month Supply of Ready-Mix Concrete

Term: August 01, 2020 through July 31, 2021

COMPANY NAME _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>DELIVERED PRICE PER CUBIC YARD</u>	<u>PICKED-UP PRICE PER CUBIC YARD</u>
1.	Class "A" 1.75 Bbl.	\$ _____	\$ _____
2.	Class "B" 1.50 Bbl.	\$ _____	\$ _____
3.	Class "C" 1.25 Bbl.	\$ _____	\$ _____
4.	Class "A" High Early Strength	\$ _____	\$ _____
5.	Class "B" High Early Strength	\$ _____	\$ _____
6.	Class "C" High Early Strength	\$ _____	\$ _____
7.	Class "B" 3000 PDI, Pea Gravel	\$ _____	\$ _____
8.	Class "Flowable" Backfill Mix 1	\$ _____	\$ _____
9.	Class "Flowable" Backfill Mix 2	\$ _____	\$ _____
10.	Class "Flowable" Backfill Mix 3	\$ _____	\$ _____

The above shall comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

Do not submit prices for more than one product, or the same product per item. Alternate bids are not acceptable, unless submitted in a separate sealed envelope.

This bid must be valid for 60 days after bid opening. If this bid is good for longer than 60 days, then state how long this bid is good for _____.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order.

**SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ABOVE PRICE.
THE CITY OF JACKSON ASSUMES NO TAX LIABILITY**

**BID SUBMITTED BY:
PLEASE TYPE OR PRINT**

**Complete Name
Of Bidder:** _____

**Mailing
Address:** _____

City: _____ **State:** _____ **Zip Code:** _____

Physical Address, Principal Place of Business: _____

City: _____ **State:** _____ **Zip Code:** _____

Name of Person Submitting Proposal: _____

Signature of Person Submitting Proposal: _____
(Required)

Date: _____, 2020 **E-Mail Address:** _____

Telephone No.: _____ / _____ **Fax No.:** _____ / _____

In order for us to send you information, please make sure your e-mail address is a registered e-mail. Thanks

****The (EBO) Application form must be completed by all vendors and returned with ALL bids. The EBO staff is available at, (601) 960-1856 to assist you with any questions you may have in preparing the EBO Application.**