



City of Jackson, Mississippi Bid Specifications for Legal Publications 2021

Scope

The City of Jackson, Mississippi (“City of Jackson”), seeks competitive bids for the City’s annual contract for legal publication.

Bidder Requirements

Sealed bids will be received in the Department of Municipal Clerk at City Hall in the City of Jackson, until 3:30 p.m., Tuesday, December 8, 2020. Each bidder shall submit an original and two (2) copies of the bid using the bid form supplied by the City of Jackson. Additionally, each bidder must submit documentation that shows its qualifications and compliance with all criteria set forth in Section 13-3-31, Mississippi Code of 1972, as amended. All bids must be sealed and plainly marked “**Bid for Publication**” on the outside of the envelope.

The bidder must use the bid form provided by the City of Jackson. The bid form must be signed by an authorized representative. Failure to submit the signed bid form and failure to submit documentation that shows qualifications and compliance with all criteria set forth in Section 13-3-31 will result in rejection of the bid.

Bid Price

Bidder shall quote a per word rate of one hundred word advertisement to the nearest one millionth of a dollar, e.g. 0.999999. The quoted per word rate will be for a first, second, and third publication. Bidders shall also include a flat rate for supplying a proof of publication.

All prices quoted shall be firm and fixed for the specified contract period. The bid will be used for a period of January 1, 2021 through December 31, 2021.

Term of the Agreement

The term of the agreement is for a one-year period: January 1, 2021 through December 31, 2021. Publications will be made on an as needed basis. The method of requesting ads shall be by email.

Award

The determination of the low bidder will be used on a “per word” rate, of a one hundred word advertisement, published three (3) times and a single proof of publication. The quoted per word rate will be for a first, second, and third publication, and evaluated to the nearest one millionth of a dollar (e.g., \$0.999999).

Order of Communications

Questions regarding this bid shall be in written format. Written responses to the questions submitted shall be issued. Bidder questions and responses will be made a part of the bid file.

All questions regarding the Specifications for Legal Publications 2020 should be forwarded, by U.S. mail, to Angela Harris, City Clerk, City of Jackson, P.O. Box 17, 219 South President Street, Jackson, Mississippi, 39205, or by email to aharris@jacksonms.gov.



**City of Jackson, Mississippi
BID FOR LEGAL PUBLICATIONS**

We bid the following rates for publication of the City's ordinances, resolutions, notices and other publications required by law to be published during the period of January 1, 2021 through December 31, 2021.

Note: Please quote a per word rate to the nearest one millionth of a dollar. (e.g. \$0.999999)

First Publication (per word) _____ \$ _____

Second Publication (per word) _____ \$ _____

Third Publication (per word) _____ \$ _____

Proof of Publication (per word) _____ \$ _____

Name of Bidder:

Signature of Authorized Officer:

Address of principal business office:

Telephone: _____

Date: _____