

Department of Administration



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

October 14, 2021

## NOTICE TO DEALERS IN FOODS – BABY FOODS:

### 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 of Jackson, the bid must be stamped in by 3:30 P.M. Tuesday November 09, 2021 at which time said bids will be publicly opened at the City Hall located at 219 South President Street in City Hall for the following:

24-Month Supply of Foods – Baby Foods

See attached Specifications/Descriptions

### SPECIFICATION QUESTIONS

For additional information regarding specifications, contact: Lender Monson, Manager, Early Childhood Development Division, Department of Human and Cultural Services, (601) 960-0347.

### 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 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 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 218 South President Street, Second Floor, and Jackson, Mississippi.*

### BID PACKAGE REQUEST

*Bid Package with specifications may be secured from the City of Jackson website at [www.jacksonms.gov](http://www.jacksonms.gov), or the Purchasing Division located in the Warren Hood Building, 200 South President Street, Room 604, Jackson, MS 39201, and Phone No. (601) 960-1025, official bid documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com), bids are also available at [www.centralbidding.com](http://www.centralbidding.com) or for assist call 225-810-4814*

### SUBMITTING OF A BID

1. You are required to send One (1) original and two (2) copies of all information being submitted, this includes your Proposal Form, Completed EBO Application and any information you submit with your bid (research data sheets, booklets, pamphlets, etc.) or your bid may be considered non-responsive. Your bottom line price must be submitted on the form provided by the City when noted unless otherwise instructed.
2. The complete proposal pricing section must be returned if you submit a bid, and any required/mandatory documents. (Example: Bids having more than one bid section, parts, pages or a check list.

3. **The instruction and specification sections should not be returned with your Bid Proposal Forms, they are yours to keep.**
4. **Proposal Forms must be legibly handwritten or it must be typed, if not, they will be considered non-responsive. 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 person signing the bid.**
5. **The unit price will always govern in determining the extended price or the total price. Therefore, please review your price carefully before submitting your bid. No bid shall be altered or amended after the specified time for bid opening or once delivered.**
6. **Manufacturer name and model must be stated when required for each item. Any item without this information may not be considered.**

### **ALTERNATIVE BIDS OR NOTES**

7. **Do not submit prices for more than one product, or the same product per item. This means only one product, one size, and price per bid form as specified in the package.**
8. **Alternate bids are not acceptable, unless submitted in a separate sealed routing envelope, and in no way concealed in a delivery envelope. Alternate bids may be submitted but not necessarily acceptable by the City. The City reserves the right to determine whether an alternative being offered is equivalent to and meets the standard or the specifications. All bids submitted must be on the bid proposal forms furnished by the City or copies thereof otherwise it will not be considered.**
9. **Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.**  
**Examples:**
  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.
10. **Bid openings will be conducted and open to the public. However, note, they will serve only for the opening, and reading of the bid price and in no way is an award.**

### **WHERE TO SEND BID**

11. **Please submit your signed bid and two copies, in a sealed envelope addressed to: City Clerk's Office of Jackson, P.O. Box 17, Jackson, MS 39205 or hand deliver to the City Clerk's Office of Jackson, 219 South President Street, Jackson, MS 39201 until 3:30 p.m. using the above address., or though [centralbidding.com](http://centralbidding.com)**
12. **ONLY ONE (1) COMPLETE BID SUBMISSION ALLOWED PER DELIVERY ENVELOPE, with the required complete Bid Number and a returnable address on the outside of that delivery envelope. If more than one completed bid proposal is submitted per a delivery envelope, it will not be accepted as an official bid.**
13. **All one-time bid awards must be valid for a minimum of 60 days from bid opening date. All term bids must be valid for the duration of the terms defined in the proposal for each particular bid. Vendors may not withdraw a bid prior to the end of the 60 days, or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.**

### **EMPLOYEE BIDDING**

14. Bidding by City employees is prohibited. It is hereby declared unlawful for any city official to bid on, or sell, or offer for sale, any merchandise services, equipment or material, or similar commodity to the City of Jackson 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**

15. To submit a no bid, SEND ONE (1) proposal form. Write no bid on the form, your Company name / address, sign and Note on the outside of the envelope the Bid Number and “NO BID”. This must be received the same time as if you were submitting a regular bid to be recorded.

### **CITY OF JACKSON RIGHTS**

16. The City of Jackson reserves the right to waive any general condition, special conditions or minor specification deviation when considered to be in the best interest of the City of Jackson, so long as 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 also 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 lowest cost per item; or to the lowest total cost for all items; or to accept all or part of any proposal. **Delivery time may be considered when evaluating the bid proposal.** In those cases 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, statements to this affect will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation.

### **VENDOR BID AGREEMENT**

The vendor shall be responsible for all fees or claims for any patent invention used and shall defend any suit that may be brought against the City. Also, the vendor shall hold said City harmless for use or infringement of any patent or method used in connection with any article, equipment, material, commodity, device or thing furnished or constructed hereunder.

By signing this bid proposal the vendor agrees to hold the submitted bid price firm for the term of the bid stated. Also, 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 agrees they have asset to the product in which they are submitting the bid on. The Company shall adhere to the delivery time stated in the specifications and the date/time they have stated in the bid, if so awarded. The vendor should note the material or commodity is required as soon as possible after receipt of any order, unless otherwise noted.

The vendor should understand their failure to stand behind the agreement could cause a statement of failure to perform being placed in the company file and the company being placed on hold with the City of Jackson or the agreement of award being canceled. 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 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, Purchasing Manager  
Purchasing Division

DW/mo.  
39331

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. Central Bidding www.centralbidding.com
5. Note the following on the outside of your envelope: "Bid No. 39331-110921 to be opened November 09, 2021"

In accordance with your Notice of October 21 & 28, 2021 bid as follows:  
24-Month Supply of Foods – Baby Foods

Term: December 1, 2021-November 30, 2023

COMPANY NAME _____			
<u>ITEM</u>	<u>DESCRIPTION</u>		<u>PRICE</u> Per lowest common Unit of pricing. "Same As" not accepted (must include pricing for each item)
1.	<b>Applesauce, Strained 2<sup>nd</sup> Food</b>		\$ _____
	Est. usage during term:	6	_____
	No. of units per case:	12 ✓	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	4 oz	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____
2.	<b>Banana, Strained 2<sup>nd</sup> Food</b>		\$ _____
	Est. usage during term:	6	_____
	No. of units per case:	12 ✓	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	4 oz	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____

COMPANY NAME _____			
<u>ITEM</u>	<u>DESCRIPTION</u>		<u>PRICE</u> Per lowest common Unit of pricing. "Same As" not accepted (must include pricing for each item)
<b>3.</b>	<b>Green Beans, Strained</b>		\$ _____
	Est. usage during term:	<u>6</u>	_____
	No. of units per case:	<u>12</u>	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	<u>4 oz</u>	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____
<b>4.</b>	<b>Green Beans, Strained 2<sup>nd</sup> Food</b>		\$ _____
	Est. usage during term:	<u>6</u>	_____
	No. of units per case:	<u>12</u>	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	<u>4 oz</u>	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____
<b>5.</b>	<b>Beef, Strained w/Gravy 2<sup>nd</sup> Food</b>		\$ _____
	Est. usage during term:	<u>6</u>	_____
	No. of units per case:	<u>12</u> ✓	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	<u>2.5 oz</u>	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____
<b>6.</b>	<b>Carrot, Strained 2<sup>nd</sup> Food</b>		\$ _____
	Est. usage during term:	<u>6</u>	_____
	No. of units per case:	<u>12</u> ✓	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	<u>4 oz</u>	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____

COMPANY NAME _____			
<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE</u> Per lowest common Unit of pricing. "Same As" not accepted (must include pricing for each item)	
7.	Chicken, Strained Gravy 2 <sup>nd</sup> Food	\$ _____	
	Est. usage during term:	<u>6</u>	_____
	No. of units per case:	<u>12</u> ✓	_____
	Unit size (#10 can, 2 lb., gallon, qt., etc.):	<u>2.5 oz</u>	_____
	Brand quoting on:		_____
	Grade (if applicable):		_____

It is the City's intention to make awards, of this proposal by items except for Dairy Products – Group IV. Awards for Dairy Products – Group IV will be to "individual low" for items 1 through 4 and "total low" for items 5 through 10.

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

The bid is valid for 60 days after bid opening, to make an award or this bid is good for the term of the bid stated, if a term bid. If bid is good for longer than 60 days for an award 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. "Note all cost must be included in the bid price."

**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**

**Company Complete Legal Name:** \_\_\_\_\_

**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:** \_\_\_\_\_

**Date:** \_\_\_\_\_, 2021      **E-Mail Address:** \_\_\_\_\_ *(Required)*

**Telephone No.:** \_\_\_\_\_ / \_\_\_\_\_      **Fax No.:** \_\_\_\_\_ / \_\_\_\_\_

**\*\*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.**