



ADVERTISEMENT FOR BIDS

CITY OF JACKSON, MISSISSIPPI LEGAL PUBLICATIONS FOR 2024

Pursuant to Section 21-39-3 of the Mississippi Code of 1972, as amended, notice is hereby given that the City of Jackson, Mississippi (“City of Jackson”), seeks competitive bids for the City of Jackson’s annual contract for legal publications.

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 5, 2023** for the publication of the City of Jackson’s proceedings, ordinances, resolutions, and other notices required to be published. All submitted bids should be sealed and plainly marked “Bid for Legal Publications” on the outside of the envelope.

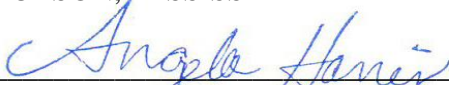
Each bidder is responsible for documenting its bid with the necessary attachments evidencing its qualifications and compliance with all relevant criteria set forth in Section 13-3-31 of the Mississippi Code of 1972, as amended.

Each bid must be submitted on the bid form provided by the Department of Municipal Clerk. Bid forms may be obtained from the Department of Municipal Clerk. Each bidder must quote a per word rate of a **one-hundred-word advertisement** to the **nearest one dollar, e.g., $0.005 \times 100 = \$5.00$** . The quoted per word rate must be for a **first, second and third publication**. Bidders must also include a flat rate for supplying a proof of publication.

Official bid documents can be downloaded from Central Bidding at: www.centralbidding.com and the City of Jackson’s website: www.jacksonms.gov under **Bid Opportunities**. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The determination of the low bidder will be based on a **per word rate of a one-hundred-word advertisement, published three (3) times and a single proof of publication**. The successful bidder will be awarded a one-year contract for the term of January 1, 2024 through December 31, 2024.

CITY OF JACKSON, MISSISSIPPI

By: 
Angela Harris, City Clerk



City of Jackson, Mississippi Bid Specifications for Legal Publications 2024

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 5, 2023. 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 dollar, e.g., 0.005 x 100= \$5.00**. 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, 2024 through December 31, 2024.

Term of the Agreement

The term of the agreement is for a one-year period: January 1, 2024 through December 31, 2024. 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 dollar, e.g., 0.005 x 100= \$5.00.**

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 2024 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@city.jackson.ms.us



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, 2024 through December 31, 2024.

Note: Please quote a per word rate of 100 words to the **nearest one dollar, i.e., 0.005 x 100= \$5.00.**

	Price per Word		Total Cost
First Publication (per word)	_____	x 100	\$_____
Second Publication (per word)	_____	x 100	\$_____
Third Publication (per word)	_____	x 100	\$_____
Proof of Publication (per word)	_____	x 100	\$_____

Name of Bidder:

Signature of Authorized Officer:

Address of principal business office:

Telephone: _____

Date: _____