



**THIS IS NOT  
AN ORDER**

**REQUEST FOR BIDS/PROPOSALS COVERSHEET**  
**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**Procurement and Contract Services**  
**118 College Drive #5003, Hattiesburg, Mississippi 39406-0001**

Date: \_\_\_\_\_

**Bid No. 23-03**

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

2:00 p.m. CST

November 22, 2022

Buyer: Cathy Catchot

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<b>DESCRIPTION</b>  <b>RFP 23-03</b> <b>Oyster Reef Plot Creation</b>		
		<small>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. RFP NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE IF USING THAT METHOD.</small>		

We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in \_\_\_\_\_ days from receipt of order. DATE \_\_\_\_\_ TERMS \_\_\_\_\_

Return quotation to Procurement Services at above address.

**Signature Required** \_\_\_\_\_

**Bid # 23-03**  
**University of Southern Mississippi**  
**Lease Area Oyster**  
**Reef Plot Creation**

**1.0 Introduction**

The University of Southern Mississippi (USM) Gulf Coast Research Laboratory is looking to procure a contractor to create multiple one acre oyster reef plots (8 per lease area) within four 50-acre lease areas, including base applications of limestone gravel in winter 2023 and surficial enhancements of limestone gravel substrate to different designated plots at two different times, in spring and fall of 2023.

**2.0 Specifications**

2.1 GENERAL PERFORMANCE SPECIFICATIONS

Adherence to timing and precision of gravel applications within delineated plots is critical to the success of this project. Prescribed quantities of material must be spread uniformly across created reef plot boundaries as defined by GPS coordinated within the NAD83 CRS as specified in Table 2 below. The contractor must immediately notify USM project manager of any anticipated deviation from the specified times and placements of gravel application, and remediation pursued. A quality control procedure will ensue following each application period to ensure specifications were followed exactly.

Vendor should quote the lead time required for obtaining the materials and conducting the work for the quoted contract. All required materials for the entire project should be acquired as a one-time purchase. Contractor cannot begin reef construction before all required permits have been obtained by the contractee. Sealed bid response to be received by **2:00 PM CDT on Tuesday, November 22nd, 2022** (see specifications below)

2.2 REQUIREMENTS

The following specifications are to ensure that the contractor will perform the tasks necessary to satisfy the project's objectives. Any deviation from the following specifications must be explained, justified and rectified.

Bidder shall meet or exceed the following specifications:

- four 50-acre lease areas
  - two in western MS Sound and two in Eastern MS Sound
  - Geographic coordinates of lease areas – see tables below
  - Two sets of four one-acre precision plots per lease area (= eight plots per lease area)
    - three deployment events
      - Base reef for 24 one-acre reef plots

- six base application plots for each of the four lease areas
      - To be completed in winter (Dec 2022 – Feb 2023)
    - Surficial enhancement in spring 2023 (March-May) for 8 1-acre reef plots
      - two time1 (spring) plots for each of the four lease areas
    - Surficial enhancement in fall (October-November) for eight one-acre reef plots
      - two time2 (fall) plots for each of the four lease areas
  - For each lease area (See Fig. 1 below):
    - two plots get no treatment
    - two plots get base reef application only
    - two plots get base reef application followed by surface enhancement at in spring
    - two plots get base reef application followed by surface enhancement at in fall
  - Coordinates of individual plots along with treatments are predetermined
    - See Tables 1 and 2 below for GPS coordinates of lease areas and plots in NAD83 crs
      - Or in NAD 83 Mississippi State Plane feet
    - See Figures 1 and 2 below for layout configuration of plots within lease areas:
      - Plots (one-acre) arranged around perimeter of 50-acre lease areas
      - Bare substrate areas interdigitate with experimental plots
      - Plot treatments are interspersed (see Figs. 1 and 2 below)
      - Two sets of treatments among the eight plots per lease area
- Reef Material
  - #4 LIMESTONE GRAVEL – particle size = 1.5" – 2.5"
    - Anticipated estimated cost ~ \$75 per cubic yard
    - 1 cu yd = 1.2 ton
  - eight one-acre plots per lease area (see Tables 1 and 2, and Figs. 1 and 2 below)
  - applications of limestone gravel for base and enhancements to be made to uniform thickness within predefined boundaries of experimental plots
    - uniform flat thickness of 6" for base applications (800 cubic yards pe one-acre plot)
    - uniform flat thickness of 0.75" for surficial enhancement treatments (100 cubic yards per one-acre plot)
- Plot specifications
  - two groups of four plot treatments per lease area
  - three of four treatments for each group receive the base
    - at 800 cubic yards per acre (~6" base depth)
    - three \* two groups = six base plots per lease area
    - four lease areas \* six base plots = 24 base acres
    - Twenty-four base acres \* 800 cubic yards/acre = 19,200 cubic yards base limestone
    - 19,200 cubic yards of #4 crushed limestone \* \$75 per cubic yard = \$1,440,000
    - Buffer for 800 cubic yards of base material @ \$75 per cubic yard = \$60,000
    - Total **estimated** base reef construction material costs = \$1,500,000
  - Two of four treatments for each group receive the surficial enhancement
    - Two \* two groups = four surficial enhancement treatments per lease area
    - four lease areas \* four surficial enhancement treatments = 16 surficial acres
    - ½ of all treatment plots at each of two times (i.e., eight at time1 (spring 2023) and eight at time 2 (fall 2023))
      - two per lease area per two times = 16 surficial acres

- 16 surficial acres \* 100 cubic yards/acre = 1,600 cubic yards surficial limestone
    - 1,600 cubic yards of crushed limestone \* \$75 per cubic yard = \$120,000
    - Buffer for 400 cubic yards of base material = \$30,000
    - Total estimated base reef construction material costs = \$150,000
    - Grand total **estimated** reef construction material ~ \$1,650,000
  - Labor and deployment costs:
    - Deploy base reefs at same time in early to late winter 2023
    - Deploy first surficial enhancements in spring (t1)
    - Deploy second surficial enhancements in early fall (t2)
- **Performance criteria:**
  - Prescribed quantities of material must be spread uniformly across created reef plots boundaries
  - Timing of gravel applications within bi-weekly period designations
  - Spatial accuracy of applications to within 10 m of designated boundaries
  - Contractor must immediately notify USM project manager of any anticipated deviation from the specified times and placements of gravel application
  - A quality control procedure will ensue following each application period to ensure specifications were followed exactly.
  - Non-compliance with contract specifications subject to nonpayment.

Table 1. Lease site boundary GPS coordinates - CRS = NAD83 - Subtidal depth ranges for lease sites: UEBN = 3-6 feet; UEBS = 5-8 feet; UEPW = 5-6 feet; UEPE = 4-5 feet.

Zone	Lease	Site	Corner	Latitude	Longitude
Bay St. Louis	Northern	UEBN	NE	30.3050	-89.2986
Bay St. Louis	Northern	UEBN	SE	30.3009	-89.2986
Bay St. Louis	Northern	UEBN	SW	30.3009	-89.3034
Bay St. Louis	Northern	UEBN	NW	30.3050	-89.3034
Bay St. Louis	Southern	UEBS	NE	30.2626	-89.3041
Bay St. Louis	Southern	UEBS	SE	30.2576	-89.3041
Bay St. Louis	Southern	UEBS	SW	30.2576	-89.3089
Bay St. Louis	Southern	UEBS	NW	30.2626	-89.3089
W Pascagoula R	Eastern	UEPE	NE	30.3331	-88.6470
W Pascagoula R	Eastern	UEPE	SE	30.3289	-88.6490
W Pascagoula R	Eastern	UEPE	SW	30.3304	-88.6533
W Pascagoula R	Eastern	UEPE	NW	30.3348	-88.6512
W Pascagoula R	Western	UEPW	NE	30.3383	-88.6615
W Pascagoula R	Western	UEPW	SE	30.3343	-88.6615
W Pascagoula R	Western	UEPW	SW	30.3343	-88.6664
W Pascagoula R	Western	UEPW	NW	30.3383	-88.6664

Table 2. Specification of plot coordinates along with their numbers and treatment applications within the designated lease sites (see diagram below) – Plots are numbered from left to right starting from upper left corner of each site, and going across and down – corners of plots: UL – upper left; UR upper right; LL – lower left; LR - lower right. NA – not applicable; Base – base reef 800 cubic yards per acre (~6” base depth) applied at time 0; Trtmnt1 – 100 cubic yards/acre reef enhancement application at time 1; Trtmnt2 - 100 cubic yards/acre reef enhancement application at time 2 (see diagram below). GPS coordinate reference system (crs) = NAD83.

Zone	Rel Postn	Lease Name	Trt Plot	Base Winter (2023)	Trtmnt1 Spring (2023)	Trtmnt2 Fall (2023)	UL Lat	UL Long	UR Lat	UR Long	LL Lat	LL Long	LR Lat	LR Long
Bay St SL	Northern	UEBN	BN-1	NA	NA	NA	30.304381	-89.302653	30.304381	-89.301993	30.303810	-89.302653	30.303810	-89.301993
Bay St SL	Northern	UEBN	BN-2	YES	NA	NA	30.304381	-89.301333	30.304381	-89.300673	30.303810	-89.301333	30.303810	-89.300673
Bay St SL	Northern	UEBN	BN-3	YES	NA	YES	30.304381	-89.300013	30.304381	-89.299353	30.303810	-89.300013	30.303810	-89.299353
Bay St SL	Northern	UEBN	BN-4	YES	NA	YES	30.303238	-89.302653	30.303238	-89.301993	30.302667	-89.302653	30.302667	-89.301993
Bay St SL	Northern	UEBN	BN-5	YES	YES	NA	30.303238	-89.300013	30.303238	-89.299353	30.302667	-89.300013	30.302667	-89.299353
Bay St SL	Northern	UEBN	BN-6	YES	NA	NA	30.302095	-89.302653	30.302095	-89.301993	30.301524	-89.302653	30.301524	-89.301993
Bay St SL	Northern	UEBN	BN-7	YES	YES	NA	30.302095	-89.301333	30.302095	-89.300673	30.301524	-89.301333	30.301524	-89.300673
Bay St SL	Northern	UEBN	BN-8	NA	NA	NA	30.302095	-89.300013	30.302095	-89.299353	30.301524	-89.300013	30.301524	-89.299353
Bay St SL	Southern	UEBS	BS-1	NA	NA	NA	30.261533	-89.308153	30.261533	-89.307493	30.260961	-89.308153	30.260961	-89.307493
Bay St SL	Southern	UEBS	BS-2	YES	NA	NA	30.261533	-89.306833	30.261533	-89.306173	30.260961	-89.306833	30.260961	-89.306173
Bay St SL	Southern	UEBS	BS-3	YES	NA	YES	30.261533	-89.305513	30.261533	-89.304853	30.260961	-89.305513	30.260961	-89.304853
Bay St SL	Southern	UEBS	BS-4	YES	NA	YES	30.260390	-89.308153	30.260390	-89.307493	30.259818	-89.308153	30.259818	-89.307493
Bay St SL	Southern	UEBS	BS-5	YES	YES	NA	30.260390	-89.305513	30.260390	-89.304853	30.259818	-89.305513	30.259818	-89.304853
Bay St SL	Southern	UEBS	BS-6	YES	NA	NA	30.259247	-89.308153	30.259247	-89.307493	30.258675	-89.308153	30.258675	-89.307493
Bay St SL	Southern	UEBS	BS-7	YES	YES	NA	30.259247	-89.306833	30.259247	-89.306173	30.258675	-89.306833	30.258675	-89.306173
Bay St SL	Southern	UEBS	BS-8	NA	NA	NA	30.259247	-89.305513	30.259247	-89.304853	30.258675	-89.305513	30.258675	-89.304853
Pascagoula	Western	UEPW	PW-1	NA	NA	NA	30.337731	-88.665604	30.337731	-88.664944	30.337159	-88.665604	30.337159	-88.664944
Pascagoula	Western	UEPW	PW-2	YES	NA	NA	30.337731	-88.664284	30.337731	-88.663624	30.337159	-88.664284	30.337159	-88.663624
Pascagoula	Western	UEPW	PW-3	YES	NA	YES	30.337731	-88.662964	30.337731	-88.662304	30.337159	-88.662964	30.337159	-88.662304
Pascagoula	Western	UEPW	PW-4	YES	NA	YES	30.336588	-88.665604	30.336588	-88.664944	30.336016	-88.665604	30.336016	-88.664944
Pascagoula	Western	UEPW	PW-5	YES	YES	NA	30.336588	-88.662964	30.336588	-88.662304	30.336016	-88.662964	30.336016	-88.662304
Pascagoula	Western	UEPW	PW-6	YES	NA	NA	30.335445	-88.665604	30.335445	-88.664944	30.334873	-88.665604	30.334873	-88.664944
Pascagoula	Western	UEPW	PW-7	YES	YES	NA	30.335442	-88.664284	30.335445	-88.663624	30.334873	-88.664284	30.334873	-88.663624

Pascagoula	Western	UEPW	PW-8	NA	NA	NA	30.335445	-88.662964	30.335445	-88.662304	30.334873	-88.662964	30.334873	-88.662304
Pascagoula	Eastern	UEPE	PE-1	NA	NA	NA	30.333642	-88.651054	30.333422	-88.650444	30.333112	-88.651314	30.332892	-88.650704
Pascagoula	Eastern	UEPE	PE-2	YES	NA	NA	30.333212	-88.649834	30.332992	-88.649224	30.332672	-88.650084	30.332462	-88.649464
Pascagoula	Eastern	UEPE	PE-3	YES	NA	YES	30.332772	-88.648614	30.332552	-88.648004	30.332242	-88.648864	30.332032	-88.648244
Pascagoula	Eastern	UEPE	PE-4	YES	NA	YES	30.332582	-88.651574	30.332372	-88.650954	30.332052	-88.651824	30.331842	-88.651204
Pascagoula	Eastern	UEPE	PE-5	YES	YES	NA	30.331712	-88.649104	30.331502	-88.648494	30.331182	-88.649344	30.330972	-88.648724
Pascagoula	Eastern	UEPE	PE-6	YES	NA	NA	30.331522	-88.652074	30.331312	-88.651464	30.330992	-88.652324	30.330767	-88.651714
Pascagoula	Eastern	UEPE	PE-7	YES	YES	NA	30.331102	-88.650844	30.330902	-88.650224	30.330572	-88.651104	30.330352	-88.650494
Pascagoula	Eastern	UEPE	PE-8	NA	NA	NA	30.330692	-88.649604	30.330482	-88.648984	30.330162	-88.649854	30.329952	-88.649234

Figure 1. Plots numbered from left to right starting at upper left and going across and down: top row from left to right: Plot 1, Plot 2, Plot 3; middle row from left to right: Plot 4, Plot 5; bottom row from left to right: Plot 6, Plot 7, Plot 8. GPS. See table 1 for site coordinates and table 2 for plot coordinates, site affiliations, and treatment designations.

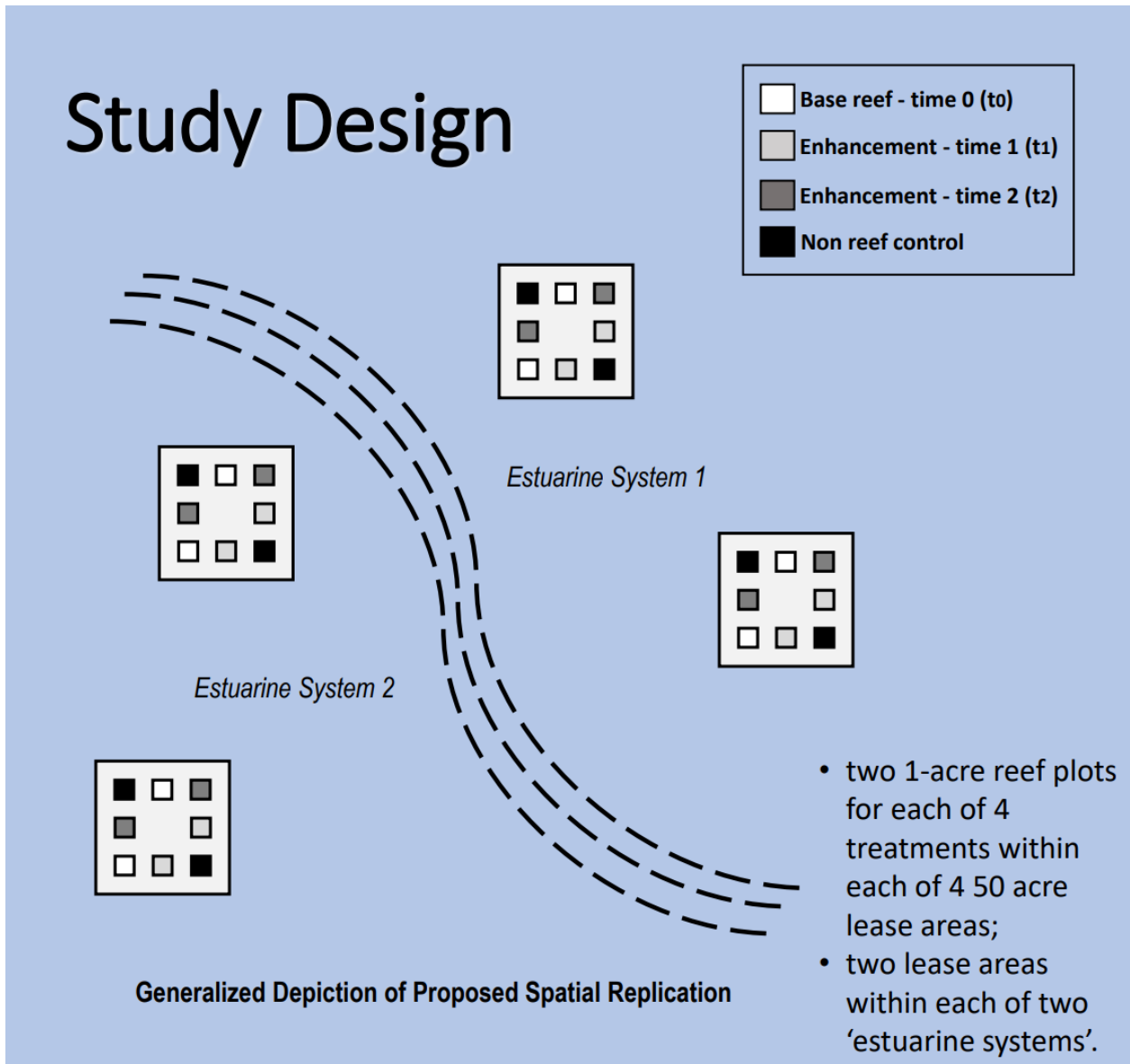
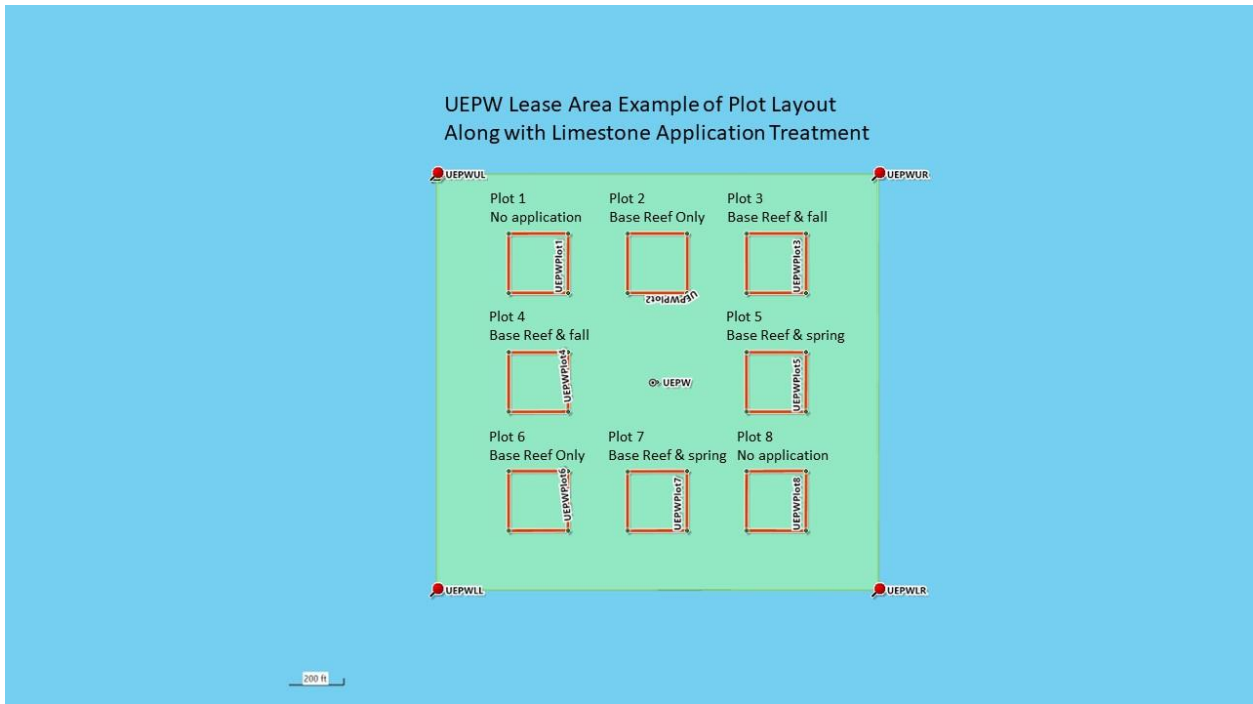


Figure 2. Example lease area UEPW, showing layout and configuration of plots as well as base and treatment applications, each plot will receive. Relative spatial positions and plot number designations will remain the same across all four lease areas.



## 2.4 CUSTOMER SUPPORT

The vendor should be willing to work with personnel of The University of Southern Mississippi to resolve any technical issues associated with deployment of the material within acceptable tolerances. It is preferred that the vendor can provide technical service through remote access and/or on-site technical support.

## 2.5 SAFETY

Prescribed and appropriate safety procedures should be followed while fulfilling the contract. Emergency stop procedures should be established.

## 2.6 WARRANTY

Bidder warrants that the work performed shall be free from defects in materials used, accuracy and areal tolerance of the substrate applications. Defective or inaccurate completion of the work shall be rectified to the mutual satisfaction of the and workmanship under normal



use and service with obligation to repair or replace any parts, which are proven defective, within one year from delivery.

## 2.7 DELIVERY

Vendor should quote the lead time required for obtaining the materials and conducting the work for the quoted contract. All required materials for the entire project should be acquired as a one-time purchase. Quoted prices should be F.O.B. Destination Freight Allowed.

## 4.0 Points of Contact

For questions, contact Cathy Catchot at: [cathy.catchot@usm.edu](mailto:cathy.catchot@usm.edu)

## 5.0 Submission Instructions to Bidders

One (1) signed original, two (2) copies, and one (1) portable virus/malware free electronic version (USB jump drive) of the sealed bid response (if electronic copy is not included, USM reserves the right to request an electronic copy of the exact bid response prior to review of the bid), subject to the conditions made a part hereof, will be received by **2:00 PM CDT on Tuesday, November 22nd, 2022** in the USM/Gulf Coast Research Lab Procurement office, as indicated in the General Terms, Conditions, and Instructions to Bidders described herein. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement Office.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name "Bid # 23-03 University of Southern Mississippi - Lease Area Oyster Reef Plot Creation," the name of the Vendor, and the opening date specified on the coversheet.

For US mail, FedEx, UPS, or other express couriers the proposal should be addressed as follows:

The University of Southern Mississippi  
Gulf Coast Research Lab  
Attn: Cathy Catchot  
703 East Beach Drive  
Ocean Springs, MS 39564  
Bid #23-03

Hand-carried responses should be brought to:

USM/Gulf Coast Research Lab  
Attn: Cathy Catchot  
Oceanography Building, Room 148  
Ocean Springs, MS 39564  
Bid #23-03

As an alternative to traditional sealed proposals in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University *highly encourages traditional sealed responses* which are either mailed or submitted in person. Additionally, the University will not be responsible for issues with attempted submissions of bids using the electronic method.

**Please note that emailed bids will not be accepted.**

Should a vendor choose to submit their response electronically, please follow the instructions below using the following website:

[https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell).

On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, suppliers can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

Any bid may be withdrawn prior to scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered.

The University of Southern Mississippi reserves the right to accept or reject any or all bids and to waive any formalities.

The University of Southern Mississippi reserves the right to accept or reject optional line items included in the bid response.

Vendors are responsible for examining all specifications, terms, conditions, and instructions of this request. Failure to do so will be at Vendor's risk.

In order to ensure all interested bidders receive any addenda that may be issued, proposers must email their intent to propose using the Intent to Bid link on the USM Bid Calendar under Bid 23-03 prior to the deadline to submit:

<https://www.usm.edu/procurement-contract-services/current-bids-and-sole-source-notices.php>

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
GULF COAST RESEARCH LABORATORY  
703 EAST BEACH DRIVE  
OCEAN SPRINGS, MS 39564**

**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDS/PROPOSALS**

- 1.) Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.) Samples of items when called for must be furnished free of expense and if not destroyed in testing, will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.
- 3.) Bids must be signed and sealed with bidder's name and address on the outside of the envelope, and the time and date of the bid opening and the bid file number shown in the lower-left corner of the packages; envelopes, express mailing labels, boxes, etc.
- 4.) In order for your bid to be considered, it must be received and time stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received by 2:00 P.M. of the bid opening date, it will not be considered.

If you are delivering your bid, you need to hand carry the bid package to:

USM/Gulf Coast Research Lab  
Procurement Services  
Oceanography, Room 148  
Ocean Springs, Mississippi

If you are sending your bid package via U.S. Postal Service, Federal Express, UPS, or any other delivery service deliver to:

Cathy Catchot  
USM/Gulf Coast Research Laboratory  
703 East Beach Drive  
Ocean Springs, MS 39564

- 5.) Bids or proposals shall not be modified, corrected, altered, or amended after the specified closing time and the opening of such bids, unless otherwise noted in the request for bids or proposals.
- 6.) The University of Southern Mississippi reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidders, to accept any

items on the bid. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that The University of Southern Mississippi shall have 60 days to accept. The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of The University of Southern Mississippi.

- 7.) Contracts and purchases will be made or entered into with the lowest, responsible bidder meeting specifications.
- 8.) A written purchase order or contract award mailed or otherwise furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or in part without the written consent of The University of Southern Mississippi.
- 9.) Bid files may be examined during normal working hours by bid participants. Non-participants will be prohibited from obtaining any information relative to the bid until the official award has been made.
- 10.) If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of 24 months.
- 11.) No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.
- 12.) Alternate bids, unless specifically requested or allowed, will not be considered.
- 13.) Bid openings will be conducted open to the public. However, they will serve only to open the bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Proposal openings are not required to be open to the public; however, the resulting award is open for public inspection.
- 14.) Prices quoted shall be firm for the term of the contract or for the stated time of acceptance.
- 15.) The bidder understands that The University of Southern Mississippi is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other such discrimination; and the bidder, by signing this bid, agrees

during the term of agreement that the bidder will strictly adhere to this policy in its employment practices and provision of products or services.

- 16.) Bidders must upon request of The University of Southern Mississippi furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University of Southern Mississippi reserves the right to make the final determination as to the bidder's ability.
- 17.) Questions or problems arising from bid procedures should be directed to:

Cathy Catchot  
USM/Gulf Coast Research Lab  
703 East Beach Drive  
Ocean Springs, MS 39564  
Phone: (228) 872-4245  
cathy.catchot@usm.edu

- 18.) All items must equal or exceed the specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used.
- 19.) It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation to Bid packet and to notify The University of Southern Mississippi if the Specifications, Instructions, General, or Special Conditions are formulated in a manner which would unnecessarily restrict competition.
- 20.) It shall be incumbent upon the bidders to understand the specifications. Any requests for clarifications shall be in writing and shall be submitted to our Procurement Services office at least five (5) days prior to the time and date set for the bid opening, unless otherwise noted in the bid or proposal specifications.
- 21.) The minimum specifications are used to set a standard and in no case are used with the intention to discriminate against any manufacturer. Bidders should note the name and the manufacturer and model number of the product they propose to furnish and submit descriptive literature.
- 22.) Trade names, brand names, and/or manufacturer's information used in these specifications are for the purpose of establishing quality, unless otherwise noted. Bids on products of other qualified manufacturers are acceptable, provided they are demonstrated as equal to those specified in construction, design and suitability. Each bidder shall submit with his bid a complete brochure with pictures on each item and shall point out specifically any deviations from the specified items. Failure to do so may disqualify any

bid. Please bid as specified or an approved equal.

- 23.) A copy of the manufacturer's standard guarantee/warranty shall accompany and become a part of this bid.
- 24.) There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as The University of Southern Mississippi is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to The University of Southern Mississippi must automatically be given to the U.S. Government.
- 25.) All invoices, unless noted otherwise, are to be billed to:
- The University of Southern Mississippi  
Accounts Payable  
118 College Drive #5104  
Hattiesburg, MS 39406-0001
- 26.) All equipment bid shall be of current production and of the latest design and construction.
- 27.) Where all, or part(s), of the bid is requested on a unit price basis, both the unit prices and the extension of the unit prices constitute a basis of determining the lowest responsible and responsive bidder. In cases of error in the extension of price, the unit price will govern.
- 28.) Should the University of Southern Mississippi close due to inclement weather conditions, or any other unforeseen events on the bid opening date, sealed bids will open the following business day at the same time and location.
- 29.) As an alternative to traditional sealed bids in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website: [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell). On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier Registration' and follow the steps outlined (a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State

of Mississippi offices.

With regard to construction bids, there is one additional step required during the bid submission process. Along with the bid response and other attachments, contractors will also need to attach their Certificate of Responsibility (COR), or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$ 50,000.00). If their COR or such statement is not attached, the bid will be invalid and not considered.

**AA/EOE/ADA**