



**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: September 16, 2020

Name: _____

Bid No. 21-20

Company: _____

Address: _____

City/State/Zip: _____

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. CT

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.

October 6, 2020

Buyer: Deidre Edwards

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		UNIT PRICE	TOTAL NET PRICE
		RFx # 3160003901		
		DESCRIPTION		
		BID 21-20		
		PRICING AGREEMENT FOR		
		CAMPUS LIGHTING ASSEMBLIES		
		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.		

We quote you as above - F.O.B. The University of Southern Mississippi.

Shipment can be made in _____ days from receipt of order. DATE _____

Return quotation to Procurement Services at above address.

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR BID (BID) # 21-20
PRICING AGREEMENT FOR CAMPUS LIGHTING ASSEMBLIES**

1.0 INTRODUCTION

The University of Southern Mississippi (USM) is looking to establish a 12-month pricing agreement with a vendor for the purchase, delivery, and unloading of campus lighting assemblies (APPENDIX A).

NOTE: BID is for campus lighting assemblies only. Installation of the assemblies will be contracted separately.

NOTE: Pricing shall be valid for a period of 12 months; with the option to renew for two (2) additional 12 month periods. Pricing shall be inclusive of delivery and unloading associated with purchase of assemblies.

NOTE: USM does not guarantee any set number or quantity to be ordered. The University plans to issue a standing purchase order from which it will place release orders based on the pricing provided by the awarded supplier's bid response. USM will provide adequate lead time when placing such orders.

NOTE: USM contemplates an initial order of the following quantities and types following award notification:

Lighting Assembly Type B – 7 Each
Lighting Assembly Type C – 34 Each

NOTE: All anchor bolts, templates, and associated hardware shall be delivered to the University's Receiving Department (Attn: Barney Poole, 2609 W 4th Street) within 30 days of the University placing an order under this pricing agreement.

2.0 GENERAL COMMENTS

This document and all appendices are considered part of the required specifications to the USM BID for Campus Lighting Assemblies

USM reserves the right to modify any part of the document at its discretion.

USM reserves the right to reject any or all bids and to waive omissions, errors, or informalities.

USM reserves the right to make an award from this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of the University.

A bidder may withdraw its bid prior to the scheduled bid opening time, or the authorized postponement thereof. Any bid received after the time and date specified will not be considered.

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 bid using the Intent to Bid link on the USM Bid Calendar under Bid 21-20 prior to the deadline to submit. The web address is:

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

3.0 POINTS OF CONTACT

For questions of a technical nature, contact:

Barney Poole. Major Projects Manager
USM Physical Plant
barney.poole@usm.edu
(O) 601-266-4428

For questions of a business nature, and those pertaining to submission procedures, contact the Buyer listed on the Bid Coversheet at:

bids@usm.edu

4.0 SUBMISSION INSTRUCTIONS TO BIDDERS

One (1) original, two (2) copies, and one (1) electronic version (USB jump drive) of the sealed bid response, subject to the conditions herein, will be received by **2:00 PM CDT on Tuesday, October 6, 2020** at the Office of Procurement and Contract Services, as indicated in the General Terms, Conditions, and Instructions to Bidders attached herein. It is the responsibility of the bidder to ensure that the proposal package arrives at USM's Procurement and Contract Services offices.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name "Bid #21-20 Campus Lighting Assemblies," the name of the Vendor, and the opening date specified on the coversheet.

The proposal should be addressed as follows:

For regular mail:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
118 College Drive, Box 5003
Hattiesburg, MS 39406
BID # 21-20

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
2609 W. 4th Street
Hattiesburg, MS 39401
BID # 21-20

Hand-carried responses should be brought to:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
Procurement and Contract Services
214 Bond Hall
Hattiesburg, MS 39406
BID # 21-20

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 responses* which are either mailed or submitted in person.

Additionally, the University will not be responsible for issues involving unsuccessful attempts to submit 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

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.

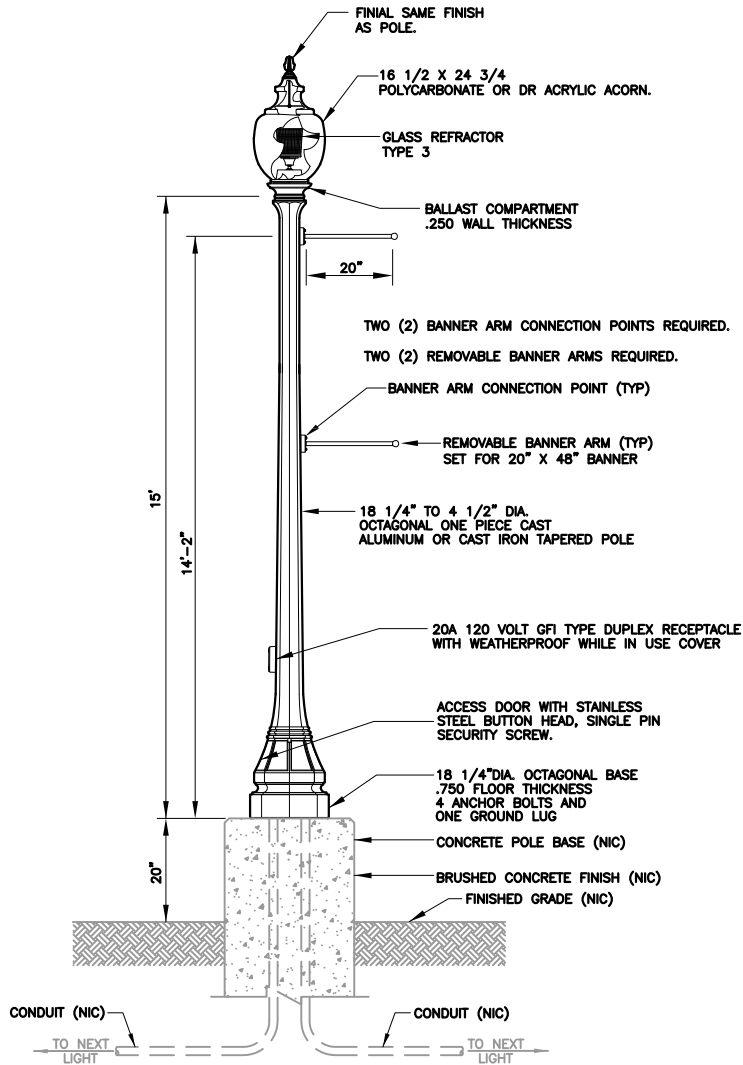
5.0 TIMELINE FOR BID

The following dates are for planning purposes only unless otherwise stated in this BID. Progress towards their completion is at the sole discretion of the University.

BID Posted	September 16, 2020
Proposal Submission Deadline – 2:00 p.m. CDT	October 6, 2020

APPENDIX A

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR BID (BID) # 21-20
PRICING AGREEMENT FOR CAMPUS LIGHTING ASSEMBLIES
SPECIFICATIONS**

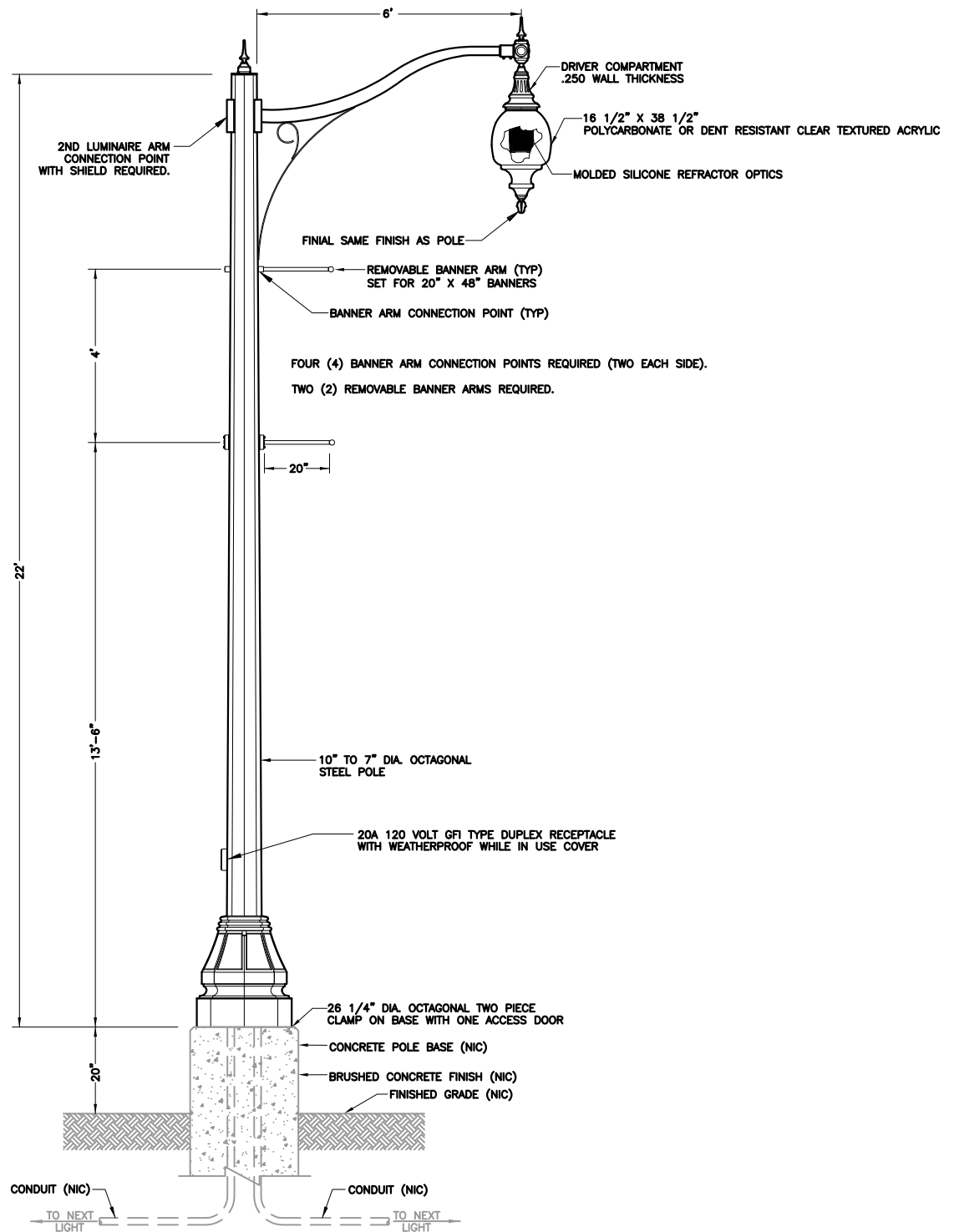


NOTES:

1. LIGHTING ASSEMBLY TYPE A SHALL BE STERNBERG 9315TO/DBA/(DCO)/BK (POST) AND A850SRLED 6 ARC45T5MDL (LUMINAIRE) OR APPROVED EQUAL.
2. ALL FINISHES SHALL BE POWDER COAT BLACK.
3. ALL ANCHOR BOLTS, LEVELING NUTS AND OTHER ASSOCIATED HARDWARE SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
4. ONE (1) ANCHOR BOLT TEMPLATE WITH MANUAL SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
5. BANNER ARM CONNECTION POINTS AND REMOVABLE BANNER ARMS REQUIRED AS NOTED.

LIGHTING ASSEMBLY TYPE A

N.T.S.

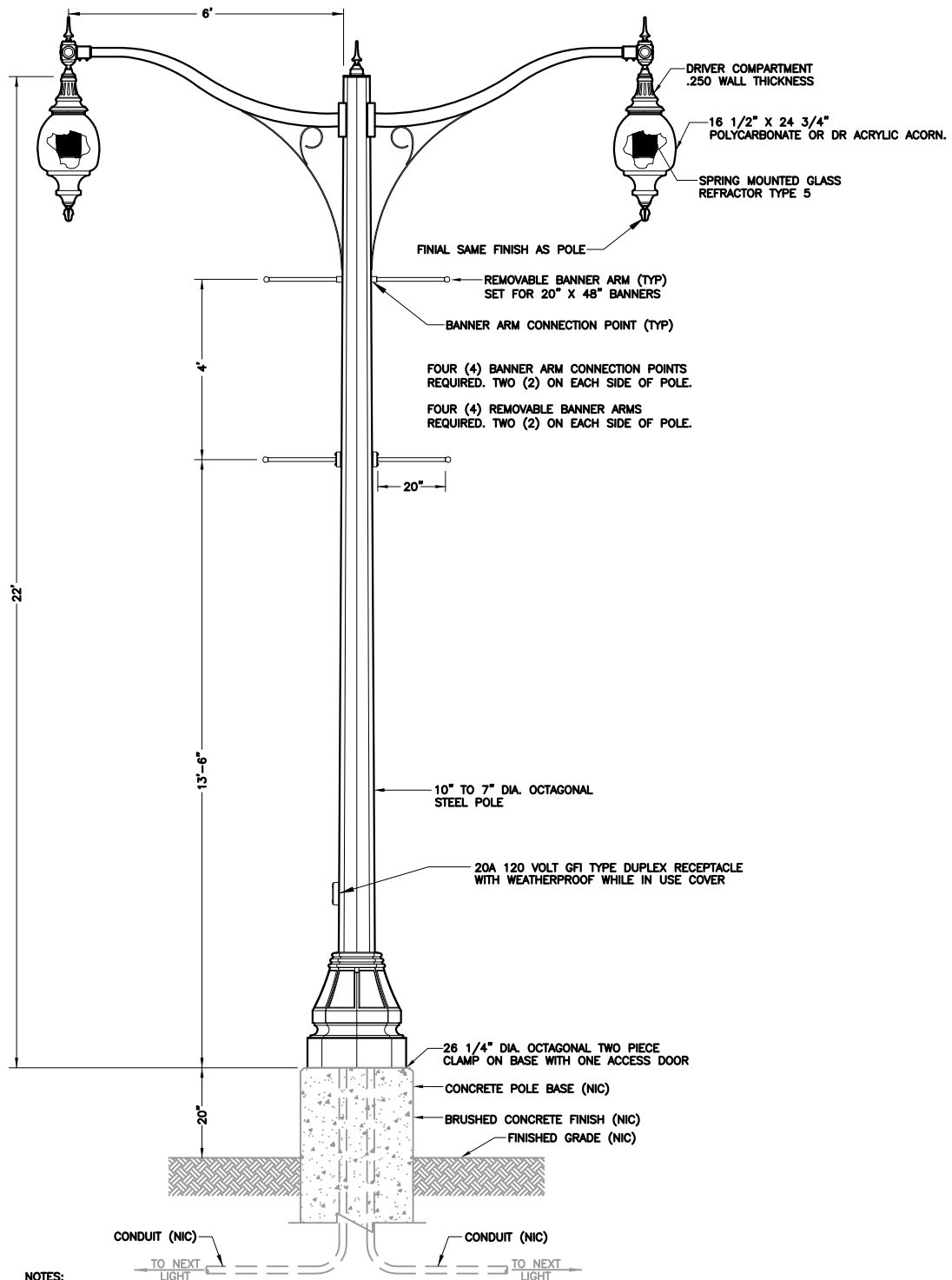


NOTES:

1. LIGHTING ASSEMBLY TYPE B SHALL BE STERNBERG 9522TO/DBA/BK/SOC (POST), CA6-HS (ARM), AND A850-VC0B-4L40T5-MDL-05 (LUMINAIRE) OR APPROVED EQUAL.
2. ALL FINISHES SHALL BE POWDER COAT BLACK.
3. ALL ANCHOR BOLTS, LEVELING NUTS AND OTHER ASSOCIATED HARDWARE SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
4. ONE (1) ANCHOR BOLT TEMPLATE WITH MANUAL SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
5. BANNER ARM CONNECTION POINTS AND REMOVABLE BANNER ARMS REQUIRED AS NOTED.

LIGHTING ASSEMBLY TYPE B

N.T.S.

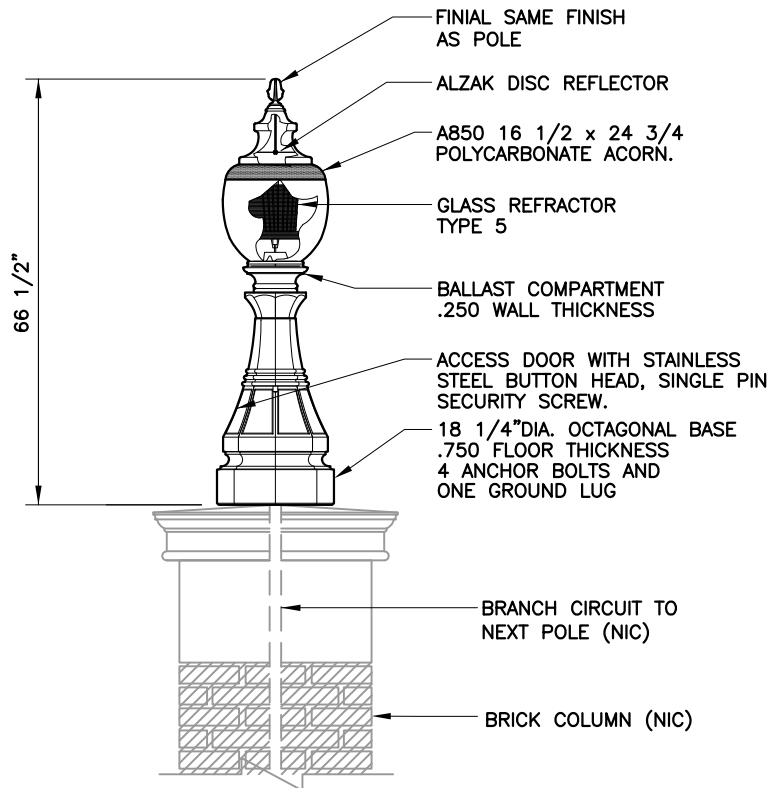


NOTES:

1. LIGHTING ASSEMBLY TYPE C SHALL BE STERNBERG 9522TO/DBA/BK/SCC (POST), CA6-HS (ARMS), AND A850-VC0B-4L40T5-MDL-05 (LUMINAIRES) OR APPROVED EQUAL.
2. ALL FINISHES SHALL BE POWDER COAT BLACK.
3. ALL ANCHOR BOLTS, LEVELING NUTS AND OTHER ASSOCIATED HARDWARE SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
4. ONE (1) ANCHOR BOLT TEMPLATE WITH MANUAL SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
5. BANNER ARM CONNECTION POINTS AND REMOVABLE BANNER ARMS REQUIRED AS NOTED.

LIGHTING ASSEMBLY TYPE C

N.T.S.



NOTES:

1. LIGHTING ASSEMBLY TYPE D SHALL BE STERNBERG A850-VC0B-4L40T5-MDL-05 OR APPROVED EQUAL.
2. ALL FINISHES SHALL BE POWDER COAT BLACK.
3. ALL ANCHOR BOLTS, LEVELING NUTS AND OTHER ASSOCIATED HARDWARE SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.
4. ONE (1) ANCHOR BOLT TEMPLATE WITH MANUAL SHALL BE INCLUDED WITH EACH LIGHTING ASSEMBLY.

LIGHTING ASSEMBLY TYPE D

N.T.S.

APPENDIX B

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR BID (BID) # 21-20
PRICING AGREEMENT FOR CAMPUS LIGHTING ASSEMBLIES**

PROPOSAL FOR UNIT PRICING

TYPE A

Quantity	Unit Price
1 - 20	\$
21 - 50	\$
51-75	\$
75+	\$

TYPE B

Quantity	Unit Price
1 - 20	\$
21 - 50	\$
51-75	\$
75+	\$

TYPE C

Quantity	Unit Price
1 - 20	\$
21 - 50	\$
51-75	\$
75+	\$

TYPE D

Quantity	Unit Price
1 - 20	\$
21 - 50	\$
51-75	\$
75+	\$

Company Name: _____

Address: _____

Phone: _____

Email Address: _____

Authorized Signature: _____

DATE

APPENDIX C

THE UNIVERSITY OF SOUTHERN MISSISSIPPI REQUEST FOR BID (BID) # 21-20 PRICING AGREEMENT FOR CAMPUS LIGHTING ASSEMBLIES

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 in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.
- 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, 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 the Buyer listed on the solicitation at:

The University of Southern Mississippi
118 College Drive #5003
Hattiesburg, MS 39406-0001
Phone: (601) 266-4131

- 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. 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.

Additionally, the University will not be responsible for issues involving unsuccessful attempts to submit bids using the electronic method.

AA/EOE/ADA