



**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:** November 1, 2023

**BID No. 24-16**

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

November 21, 2023

**Buyer:** Deidre Edwards

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
		<p align="center"><b>BID 24-16 Hillcrest Air Cooled Chiller</b></p> <p align="center"><b>RFx # 3160006246</b></p> <p>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.</p>		

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.

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

**The University of Southern Mississippi**  
**Request for Bids # 24-16**  
**Hillcrest Air Cooled Chiller**

**1.0 Introduction**

The University of Southern Mississippi (USM) is seeking to procure a Air Cooled Chiller for Hillcrest Hall

**2.0 Specifications**

**Part 1 – General**

**1.01 Summary**

- A. Section includes design, performance criteria, refrigerants, controls, and installation requirements for air-cooled scroll compressor chillers.
- B. Provide one (1) 120-ton air-cooled chiller with scroll compressors and without pump package.

**1.02 References**

- A. Comply with applicable Standards/Codes of AHRI 550/590, ANSI/ASHRAE 15, ETL, cETL, NEC, and OSHA as adopted by the State.
- B. Units shall meet the efficiency standards of the current version of ASHRAE Standard 90.1, and FEMP Standard 2012.

**1.03 Submittals**

- A. Submit shop drawings and product data in accordance with the specifications.
- B. Submittals shall include the following:
  - 1. Dimensioned plan and elevation view drawings, required clearances, and location of all field connections.
  - 2. Single-line schematic drawing of the power field hookup requirements, indicating all items that are furnished.
  - 3. Schematic diagram of control system indicating points for field interface/connection.
  - 4. Diagram shall fully delineate field and factory wiring.
  - 5. Installation manuals.

**1.04 Quality Assurance**

- A. Qualifications: Equipment manufacturer must specialize in the manufacture of the products specified and have five years experience with the type of equipment and

refrigerant offered.

- B. Regulatory Requirements: Comply with the codes and standards specified.
- C. Chiller manufacturer's plant must be ISO registered.

### **1.05 Delivery and Handling**

- A. Packaged Chillers Only: Chiller shall be delivered to the job site completely assembled and charged with refrigerant and oil by the manufacturer.
- B. Comply with the manufacturer's instructions for rigging and handling equipment.

### **1.06 Warranty**

- A. The refrigeration equipment manufacturer's guarantee shall be for a period of one year from the date of equipment start-up but not more than 18 months from shipment. The guarantee shall provide for repair or replacement due to failure by material and workmanship that prove defective within the above period, excluding refrigerant.

### **1.07 Maintenance**

- A. Maintenance of the chillers shall be the responsibility of the owner and performed in accordance with the manufacturer's instructions.

## **Part 2 – Products**

### **2.01 Acceptable Manufacturers**

- A. Daikin Applied
- B. Trane
- C. York
- D. Approved Equal

### **2.02 Unit Description**

- A. Provide and install as shown on the plans factory assembled, factory-charged air-cooled packaged chillers in the quantity specified. Each chiller shall consist of hermetic dual or triple scroll compressor sets (total four or six compressors), brazed plate evaporator, air-cooled condenser section, microprocessor-based control system and all components necessary for controlled unit operation.
- B. Chiller shall be functionally tested at the factory to ensure trouble-free field operation.

### **2.03 Design Requirements**

- A. General: Packaged Chillers: Provide a complete scroll compressor packaged chiller as specified herein. The unit shall be in accordance with the standards referenced in section 1.02 and any local codes in effect.

- B. Performance: Refer to the schedule of performance per specifications. The chiller shall be capable of stable operation to a minimum percentage of full load (without hot gas bypass) of 25%. [17% for 6 compressor units]. Performance shall be in accordance with AHRI Standard 550/590.
- C. Chiller Schedule

<b>AIR COOLED CHILLER SCHEDULE</b>	<b>MARK</b>		CH-1
	<b>TYPE</b>		AIR COOLED SCROLL
	<b>NOM. TONS</b>		120
	<b>COND. TEMP</b>		95 F
	<b>EFFICIENCY (EER)</b>		10.64
	<b>EVAPORATOR</b>	EWT	54 F
		LWT	44 F
		GPM	297
		WPD (FT)	9.9
	<b>COMPRESSORS</b>	SIZE	30 TONS EA.
		NO.	4
	<b>ELECTRICAL</b>	VOLTS	208V
		PHASE	3
		HERTZ	60
		MCA	549 AMPS
		MOP	600 A AMPS
KW		140	
<b>APPROX. OVERALL DIMENSIONS</b>	L (IN.)	192	
	W (IN.)	88	
	H (IN.)	99	
<b>MFR.</b>		DAIKIN	
<b>MODEL</b>		AGZ120E	

- D. Flow Range: The chiller shall have the ability to support variable flow range down to 40% of nominal design (based on AHRI conditions).
- E. Operating Range: The chiller shall have the ability to control leaving chilled fluid temperature from 15°F to 65°F.
- F. Acoustics: Sound pressure levels for the unit shall not exceed the following specified levels. The manufacturer shall provide the necessary sound treatment to meet these levels if required. Sound data shall be provided with the quotation. Test shall be in accordance with AHRI Standard 370.

Sound Pressure (at 30 feet)											
63 Hz	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz	8000 Hz	Overall dBA	75% Load dBA	50% Load dBA	25% Load dBA
64	58	61	59	55	54	51	45	61	61	59	58
Sound Power											
63 Hz	125 Hz	250 Hz	500 Hz	1000 Hz	2000 Hz	4000 Hz	8000 Hz	Overall dBA	75% Load dBA	50% Load dBA	25% Load dBA
91	85	88	86	82	81	79	72	89	88	86	85

## 2.04 Chiller Components

### A. Compressors

1. The compressors shall be sealed hermetic, scroll type with crankcase oil heater and suction strainer. The compressor motor shall be refrigerant gas cooled, high torque, hermetic induction type, two-pole, with inherent thermal protection on all three phases and shall be mounted on RIS vibration isolator pads. The compressors shall be equipped with an internal module providing compressor protection and communication capability.

### B. Evaporators

1. The evaporator shall be a compact, high-efficiency, dual circuit, brazed plate-to-plate type heat exchanger consisting of parallel stainless steel plates.
2. The evaporator shall be protected with an external, electric resistance heater plate. The evaporator shall be insulated with 3/4" thick CFC and HCFC-free closed-cell flexible elastomeric foam insulation material with 100% adhesive coverage. The insulation shall have an additional outer protective layer of 3mm thick PE embossed film to provide superior damage resistance. Insulation without the protective outer film shall not be acceptable. UV resistance level shall meet or exceed a rating of 'Good' in accordance with the UNI ISO 4892 - 2/94 testing method. This combination of a heater plate and insulation shall provide freeze protection down to -20°F ambient air temperature.
3. The water-side working pressure shall be a minimum of 435 psig. Vent and drain connections shall be provided in the inlet and outlet chilled water piping by the installing contractor. Evaporators shall be designed and constructed according to, and listed by, Underwriters Laboratories (UL).

### C. Condenser

1. Condenser fans shall be propeller type arranged for vertical air discharge and individually driven by direct-drive fan motors. The fans shall be equipped with a heavy-gauge vinyl-coated fan guard. Fan motors shall be TEAO type with permanently lubricated ball bearings, inherent overload protection, three-phase, direct-drive, 1140 rpm. Each fan section shall be partitioned to avoid cross circulation.
2. Coil shall be microchannel design and shall have a series of flat tubes containing multiple, parallel flow microchannels layered between the refrigerant manifolds. Tubes shall be 9153 aluminum alloy. Tubes made of 3102 alloy or other alloys of lower corrosion resistance shall not be accepted. Coils shall consist of a two-pass arrangement. Each condenser coil shall be factory leak tested with high-pressure air under water.

### D. Refrigerant Circuit

1. Each of the two refrigerant circuits shall include a refrigerant filter drier, sight glass with moisture indicator, liquid line solenoid valve, expansion valve, and insulated suction line.

### E. Construction

1. Unit formed sheet metal components shall be painted using a corrosion resistant paint system, for aesthetics and long-term durability. Paint system will include a

base primer with a high-quality polyester resin topcoat. Painted galvanized parts shall be G60 or greater and finished, unabraded panel surfaces shall be capable to be exposed to an ASTM B117 salt spray environment and exhibit no visible red rust at a minimum of 3,000 hours exposure. Finished, abraded surfaces shall be tested per ASTM D1654, having a mean scribe creepage not exceeding 1/16" at 1,000 hours minimum exposure to an ASTM B117 salt spray environment.

2. Options

- a. Painted steel wraps enclosing the coil end sections and piping.
- b. Protective and decorative louvers for upper section of the unit, covering coils and unit end.
- c. Protective and decorative louvers for lower section of the unit.

F. Control System

1. A centrally located weatherproof control panel shall contain the field power connection points, control interlock terminals, and control system. Box shall be designed in accordance with NEMA 3R rating. Power and starting components shall include factory circuit breaker for fan motors and control circuit, individual contactors for each fan motor, solid-state compressor three-phase motor overload protection, inherent fan motor overload protection and two power blocks (one per circuit) for connection to remote, contractor supplied disconnect switches. Hinged access doors shall be lockable. Barrier panels or separate enclosures are required to protect against accidental contact with line voltage when accessing the control system.
2. Equipment Protection
  - a. The unit shall be protected in two ways: (1) by alarms that shut the unit down and require manual reset to restore unit operation and (2) by limit alarms that reduce unit operation in response to some out-of-limit condition. Shut-down alarms shall activate an alarm signal.
  - b. Shutdown Alarms
    - No evaporator water flow
    - Sensor failures
    - Low evaporator pressure
    - Evaporator freeze protection
    - High condenser pressure
    - Outside ambient temperature (auto-restart)
    - Motor protection system
    - Phase voltage protection (Optional)
  - c. Limit Alarms
    - Condenser pressure stage down, unloads unit at high discharge pressures
    - Low ambient lockout, shuts off unit at low ambient temperatures
    - Low evaporator pressure hold, holds stage #1 until pressure rises
    - Low evaporator pressure unload, shuts off one compressor
  - d. Unit Enable Selection
    - Enables unit operation from either local keypad, digital input, or

## BAS

- e. Unit Mode Selection
  - Selects standard cooling, ice, glycol, or test operation mode
- f. Analog Inputs
  - Reset of leaving water temperature, 4-20 mA
  - Current limit
- g. Digital Inputs
  - Unit off switch
  - Remote start/stop
  - Flow switch
  - Ice mode switch, converts operation and setpoints for ice production
  - Motor protection
- h. Digital Outputs
  - Shutdown alarm; field wired, activates on an alarm condition, off when alarm is cleared
  - Evaporator pump; field wired, starts pump when unit is set to start
- i. Condenser Fan Control
  - The unit controller shall provide control of condenser fans based on compressor discharge pressure.
- j. Building Automation System (BAS) Interface
  - Factory mounted DDC controller(s) shall support operation on a BACnet<sup>®</sup>, Modbus<sup>®</sup> or LonMark<sup>®</sup> network via one of the data link/ physical layers listed below as specified by the successful Building Automation System (BAS) supplier.
  - BACnet<sup>®</sup> MS/TP master (USM Campus Standard)
  - BACnet<sup>®</sup> IP, (Annex J)
  - BACnet<sup>®</sup> ISO 8802-3, (Ethernet)
  - LonMark<sup>®</sup> FTT-10A. The unit controller shall be LonMark<sup>®</sup> certified.
  - The information communicated between the BAS and the factory mounted unit controllers shall include the reading and writing of data to allow unit monitoring, control and alarm notification as specified in the unit sequence of operation and the unit points list.
  - For chillers communicating over a LonMark<sup>®</sup> network, the corresponding LonMark<sup>®</sup> External Interface File (XIF) shall be provided with the chiller submittal data.
  - All communication from the chiller unit controller as specified in the points list shall be via standard BACnet<sup>®</sup> objects. Proprietary BACnet<sup>®</sup> objects shall not be allowed. BACnet<sup>®</sup> communications shall conform to the BACnet<sup>®</sup> protocol (ANSI/ ASHRAE135-2001). A BACnet<sup>®</sup> Protocol Implementation Conformance Statement

(PICS) shall be provided along with the unit submittal.

## **2.05 Options and Accessories**

The following optional items shall be furnished:

- A. Hot Gas Bypass: Allows unit operation to 10% of full load. Includes factory-mounted hot gas bypass valve, solenoid valve, and manual shutoff valve for each circuit. Shall be ready for field piping according to manufacturer instructions.
- B. Low Ambient Control: Fan VFD allows unit operation down to -10°F.
- C. High ambient control box for operation in ambient temperatures from 105°F to 125°F.
- D. Ground Fault Protection: Factory installed circuit breaker to protect equipment from damage from line- to-ground fault currents less than those required for conductor protection.
- E. Phase loss with under/over voltage protection and with LED indication of the fault type to guard against compressor motor burnout.
- F. Factory-mounted thermal dispersion flow switch
- G. Evaporator inlet strainer, minimum of 0.063" perforations for brazed plate evaporators with extension pipe and grooved couplings (factory mounted or field installed).
- H. Rubber-in-shear vibration isolators (field installed)
- I. Compressor sound reduction package
- J. Remote operator interface panel (field-wired)
- K. 115V GFI convenience outlet
- L. BAS interface module, factory mounted

## Part 3 – Execution

### **3.01 Examination (By USM, USM Contractor, and Supplier)**

- A. Examine chillers before installation. Reject chillers that are damaged.
- B. Examine roughing-in for equipment support, anchor-bolt sizes and locations, piping, control and electrical connections to verify actual locations, sizes, and other conditions affecting chiller performance, maintenance, and operations before equipment installation.
  - 1. Chiller locations indicated on Drawings are approximate. Determine exact locations before roughing-in for piping and control and electrical connections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### **3.02 Chiller Installation – To be performed by others (USM Contractors)**

- A. Coordinate sizes and locations of concrete bases with actual equipment provided. Cast anchor- bolt inserts into bases.
- B. Equipment Mounting:
  - 1. Install chillers on cast-in-place concrete equipment bases
- C. Maintain manufacturer's recommended clearances for service and maintenance
- D. Maintain clearances required by governing code
- E. Chiller manufacturer's factory-trained service personnel shall charge chiller with



refrigerant and if not factory installed

### **3.03 Piping Connections (By USM Contractor)**

- A. Where installing piping adjacent to chillers, allow space for service and maintenance.
- B. Piping Connections
  - 1. Connect to inlet with shutoff valve, flexible connector, thermometer, and plugged tee with pressure gauge.
  - 2. Connect to evaporator outlet with shutoff valve, balancing valve, flexible connector, thermometer, plugged tee with shutoff valve and pressure gauge, and drain connection with valve.
  - 3. Make connections to chiller with a mechanical coupling.

### **3.04 Electrical Power Connections (By USM Contractor)**

- A. Install nameplate for each electrical connection, indicating electrical equipment designation and circuit number feeding connection. Nameplate shall be laminated phenolic layers of black with engraved white letters at least 1/2 inch high. Locate nameplate where easily visible.

### **3.05 Controls Connections (By USM Contractor)**

- A. Install control and electrical power wiring to field-mounted control devices.
- B. Connect control wiring between chillers and other equipment to interlock operation as required to provide a complete and functioning system.
- C. Connect control wiring between chiller control interface and control system for remote monitoring and control of chillers. Comply with requirements in Section 230900 "Building Automation System."
- D. Install nameplate on face of chiller control panel indicating the control equipment designation serving chiller and the I/O point designation for each control connection. Nameplate shall be laminated phenolic layers of black with engraved white letters at least 0.5 inches high.

### **3.06 Manufacturer's Field Services (By Equipment Supplier)**

- A. Start-up of chiller shall be performed by a factory trained service technician.
- B. Applied chiller manufacturer shall maintain service office and shop no more than 100 miles from the job site, with a minimum of five factory trained centrifugal chiller technicians.
- C. The manufacturer shall furnish complete submittal wiring diagrams of the chiller(s) starter(s) and associated components like cooling towers, pumps, interlocks, etc. as applicable for field maintenance and service.
- D. Factory authorized representative shall provide Owner with minimum four (4) hours training on maintenance, start/stop procedures, and operation.

### **3.07 Factory Authorized Startup Service (By Equipment Supplier)**

- A. Successful equipment vendor to provide a factory-authorized service representative to perform startup service.
  - 1. Complete installation and startup checks according to manufacturer's written instructions.
  - 2. Verify that refrigerant charge is sufficient and chiller has been leak tested.
  - 3. Verify that thermometers and gauges are installed.
  - 4. Operate chiller for run-in period.
  - 5. Verify proper motor rotation.
  - 6. Verify and record performance of fluid flow and low-temperature interlocks for evaporator and condenser.
  - 7. Verify and record performance of chiller protection devices.
  - 8. Test and adjust controls and safeties. Replace damaged or malfunctioning controls and equipment.
- B. Inspect field-assembled components, equipment installation, piping, controls and electrical connections for proper assembly, installation, and connection.
- C. Visually inspect chiller for damage before starting. Repair or replace damaged components, including insulation. Do not start chiller until damage that is detrimental to operation has been corrected.
- D. Prepare test and inspection startup reports.

### 3.08 Factory Authorized Demonstration (By Equipment Supplier)

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain chillers.
  - 1. Instructor shall be factory trained and certified.
  - 2. Train personnel in operation and maintenance and to obtain maximum efficiency in plant operation.
  - 3. Provide instructional videos showing general operation and maintenance that are coordinated with operation and maintenance manuals.
  - 4. Obtain Owner sign-off that training is complete.
  - 5. Owner training shall be held at Project site.

END OF SECTION

### 3.0 Point of Contact

For questions, contact the Buyer listed on the Bid Coversheet at:

[bids@usm.edu](mailto:bids@usm.edu)

### 4.0 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 reponse 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 21, 2023** in the USM Procurement and Contract Services 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 and Contract Services Office.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name "Bid # 24-16 Hillcrest Hall Chiller Addition," the name of the Vendor, and the opening date specified on the coversheet.

For regular mail:

The University of Southern Mississippi  
Attn: Deidre Edwards, Buyer  
118 College Drive, Box 5003  
Hattiesburg, MS 39406  
BID 24-16

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi  
Attn: Deidre Edwards, Buyer  
2609 W. 4th Street  
Hattiesburg, MS 39401  
BID 24-16

Hand-carried responses should be brought to:

The University of Southern Mississippi  
Attn: Deidre Edwards, Buyer  
214 Bond Hall  
Hattiesburg, MS 39406  
BID 24-16

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.

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.

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

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 proposals and to waive any formalities.

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 Listing under RFP 23-20 prior to the deadline to submit:

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

## **5.0 USM 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.) As a public entity of the state, we use sealed bidding to ensure "fair and open competition" to ensure no one in the buying organization can influence the bidding process or steer the selection of a particular company by sharing competitive bid information during the solicitation process. Generally, all bids must remain sealed until they are opened publicly at the time stated in the notice—advance disclosure of the terms of a bid may be cause for rejection of said bid. Bidders should never send advanced copies of a sealed bid via email or screenshots of electronic bids. Bidders must submit sealed bids to be opened at the time and place stated in the solicitation for the public opening of bids and must not be revealed to the buyer before that time. Bids must be signed and

sealed with bidder's name and address on the outside of the envelope, and the date and time 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.

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

The University of Southern Mississippi  
Procurement Dept. (Bid)  
Bond Hall, Room 214  
Hattiesburg, Mississippi  
BID # 24-16

If you are mailing your bid package via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Procurement Dept. (Bid)  
118 College Drive #5003  
Hattiesburg, MS 39406-0001  
BID # 24-16

If you are express mailing your bid package via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Procurement Dept. (Bid)  
2609 West 4<sup>th</sup> Street  
Hattiesburg, MS 39401  
BID # 24-16

- 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 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.) All bidders/respondents are on notice that USM is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, Miss. Code Ann. § 25-6-1, *et seq.* If a public records request is made for any information provided to the USM pursuant to this solicitation, USM shall promptly notify the Disclosing Party of such request. The Disclosing Party shall promptly institute appropriate legal proceedings to protect its information. No party to this agreement shall be liable to the other party for disclosures of information required by court order or required by law. For clarity, documents are not considered public record unless and until an award is made from such solicitation.
- 29.) 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.
- 30.) 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. Instructions on how to respond to an RFX in M.A.G.I.C. may be located at the following link:

<http://uperform.magic.ms.gov/gm/folder-1.11.9125?mode=EU&primaryCSH=RFX%2Cresponses>

NOTE: If you experience any problems with submitting your response through M.A.G.I.C. Please email the M.A.G.I.C. IT Helpdesk at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

**\*\*PLEASE NOTE: EMAILED BIDS WILL NOT BE ACCEPTED, AND IT MAY CAUSE YOUR BID TO BE REJECTED FOR EARLY DISCLOSURE. \*\***

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**