



**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: January 25, 2026

Name: _____

BID No. 26-20

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. CST

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.

February 20, 2026

Buyer: Deidre Edwards

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p>RFP 26-20 RFx: 3160007851 Bennett Auditorium Interior Upgrades – Curtain Replacement</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>		

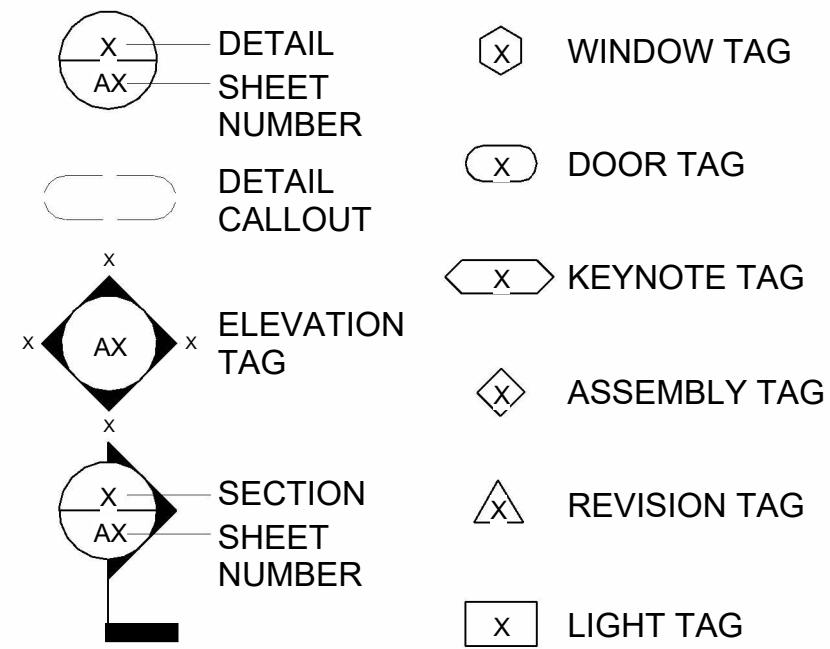
We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in _____ days from receipt of order. DATE _____ TERMS _____

Return quotation to Procurement Services at above address.

ABBREVIATIONS

AC	AIR CONDITIONING	HPT	HIGH POINT
AD	AREA DRAIN	HT	HEIGHT
AFF	ABOVE FINISH FLOOR	INCL	INCLUDED
AGGR	AGGREGATE	INSUL	INSULATION
ALT	ALTERNATE	JT	JOINT
ALUM	ALUMINUM	KS	KITCHEN SINK
APPROX	APPROXIMATE	L CL	LINEN CLOSET
ARCH	ARCHITECTURAL	LAM	LAMINATE
ASF	ABOVE STRUCTURAL	LAV	LAVATORY
Avg	AVERAGE	LL	LIVE LOAD
B/ or BO	BOTTOM OF	LPT	LOW POINT
BD	BOARD	LV	LOW VOLTAGE
BITUM	BITUMINOUS	MASY	MASONRY
BLDG	BUILDING	MAX	MAXIMUM
BSMT	BASEMENT	MC	MEDICINE CABINET
CAB	CABINET	MECH	MECHANICAL
CEM	CEMENT	MFR	MANUFACTURER
CFM	CUBIC FEET PER MINUTE	MIS	MISCELLANEOUS
CL	CENTER LINE	MO	MASONRY OPENING
CLG	CEILING	MTL	METAL
CLR	CLEAR	MW	MICROWAVE
CMU	CONCRETE MASONRY	NIC	NOT IN CONTRACT
UNIT		NO	NUMBER
COD	CO DETECTOR	NOM	NOMINAL
COL	COLUMN	NTS	NOT TO SCALE
CONC	CONCRETE	OC	ON CENTER
CONST	CONSTRUCTION	OSD	OPEN SITE DRAIN
CONT	CONTINUOUS	PAN	PANTRY
CPT	CARPET	PL	PLATE
CT	CERAMIC TILE	PLAM	PLASTIC LAMINATE
D	DEEP	PT	PAINT
DBL	DOUBLE	QT	QUARRY TILE
DEPT	DEPARTMENT	R	RADIUS
DIA	DIAMETER	REF	REFRIGERATOR
DIM	DIMENSION	REQD	REQUIRED
DL	DEAD LOAD	REV	REVISION
DN	DOWN	RNG	RANGE
DS	DOWNSPOUT	RO	ROUGH OPENING
DW	DISHWASHER	SC	SOLID CORE
DWG	DRAWING	SD	SMOKE DETECTOR
EA	EACH	SF	SQUARE FEET
EL	ELEVATION	SH	SHELF
ELEC	ELECTRICAL	SST	STAINLESS STEEL
ELEV	ELEVATOR	ST	STAINED
EMER	EMERGENCY	STD	STANDARD
EQ	EQUAL	STL	STEEL
EQPT	EQUIPMENT	T&G	TONGUE AND GROOVE
EXIST	EXISTING	THK	THICKNESS
EXT	EXTERIOR	TYP	TYPICAL
FDTN	FOUNDATION	UNO	UNLESS NOTED OTHERWISE
FL	FLOOR DRAIN	VERT	VERTICAL
FP	FIRE PLACE	VIF	VERIFY IN FIELD
FURN	FURNACE	W	WIDE
G DISP	GARBAGE DISPOSAL	W/D	WASHER / DRYER
GA	GAGE or GAUGE	WC	WATER CLOSET
GFCI	GROUND FAULT CIRCUIT	WD	WOOD
	INTERRUPTER	WH	WATER HEATER
GYPSUM BD	GYPSUM BOARD	WIC	WALK-IN CLOSET
HC	HOLLOW CORE	WP	WATERPROOF
HM	HOLLOW METAL	WWF	WELDED WIRE FABRIC
HORIZ	HORIZONTAL		

SYMBOL & MATERIAL LEGEND



GENERAL - DRAWING...

SHEET #	SHEET NAME
A000	COVER PAGE
A100	REFERENCE PLANS
A101	CURTAIN ELEVATIONS
A102	REFERENCE IMAGES

SCOPE OF WORK

THE INTENT FOR THIS PROJECT IS THE REPLACEMENT OF AUDITORIUM CURTAINS AND CARPETING WHERE DESCRIBED IN THIS DRAWING SET. REPLACEMENT REFERS TO NEW FURNISHINGS/MATERIALS OF SIMILAR STYLE AND CONSTRUCTION TO THE EXISTING; AS WELL AS, THE INSTALLATION METHOD OF THESE FURNISHINGS/MATERIALS.

BASE BID:
ALL CURTAIN REPLACEMENT WITHIN AUDITORIUM.

ALTERNATE #1:
ALL CARPET REPLACEMENT WITHIN LIMITS OF WORK.

PROJECT DIRECTORY

OWNER:
UNIVERSITY OF SOUTHERN MISSISSIPPI

DESIGNER:
CHRISTINE WALCK, AIA, NCIDQ
CAMPUS FACILITIES SPECIALIST
HENDERSON PHYSICAL PLANT
CHRISTINE.WALCK@USM.EDU

ADDENDA

1. 01/16/2026:
A. DEPARTMENT DIRECTED: CARPET REPLACEMENT
SCOPE REMOVED FROM PROJECT.

24-022P
BENNETT
AUDITORIUM
INTERIOR
UPGRADES

HATTIESBURG
CAMPUS

CLIENT
UNIVERSITY
OF
SOUTHERN
MISSISSIPPI

DESCRIPTION DATE
1 OMIT CARPET 01/16/2026
REPLACEMENT

ISSUED:
FOR CONSTRUCTION 08/29/2025



COVER PAGE

A000

SCALE 1/4" = 1'-0"



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI

GENERAL NOTES

- ELEVATIONS ARE FOR CURTAIN REPLACEMENT LOCATION ONLY. CURTAINS ARE TO BE REPLACED WHERE REMOVED DURING WINDOW RESTORATION, ALL WEST AND EAST FAÇADES. CURTAINS ARE TO BE OF SIMILAR CONSTRUCTION AND SECURED IN SAME LOCATION. SEE CURTAIN SPECIFICATION BELOW.

24-022P
BENNETT
AUDITORIUM
INTERIOR
UPGRADES

HATTIESBURG
CAMPUS

CLIENT
UNIVERSITY
OF
SOUTHERN
MISSISSIPPI

DESCRIPTION DATE

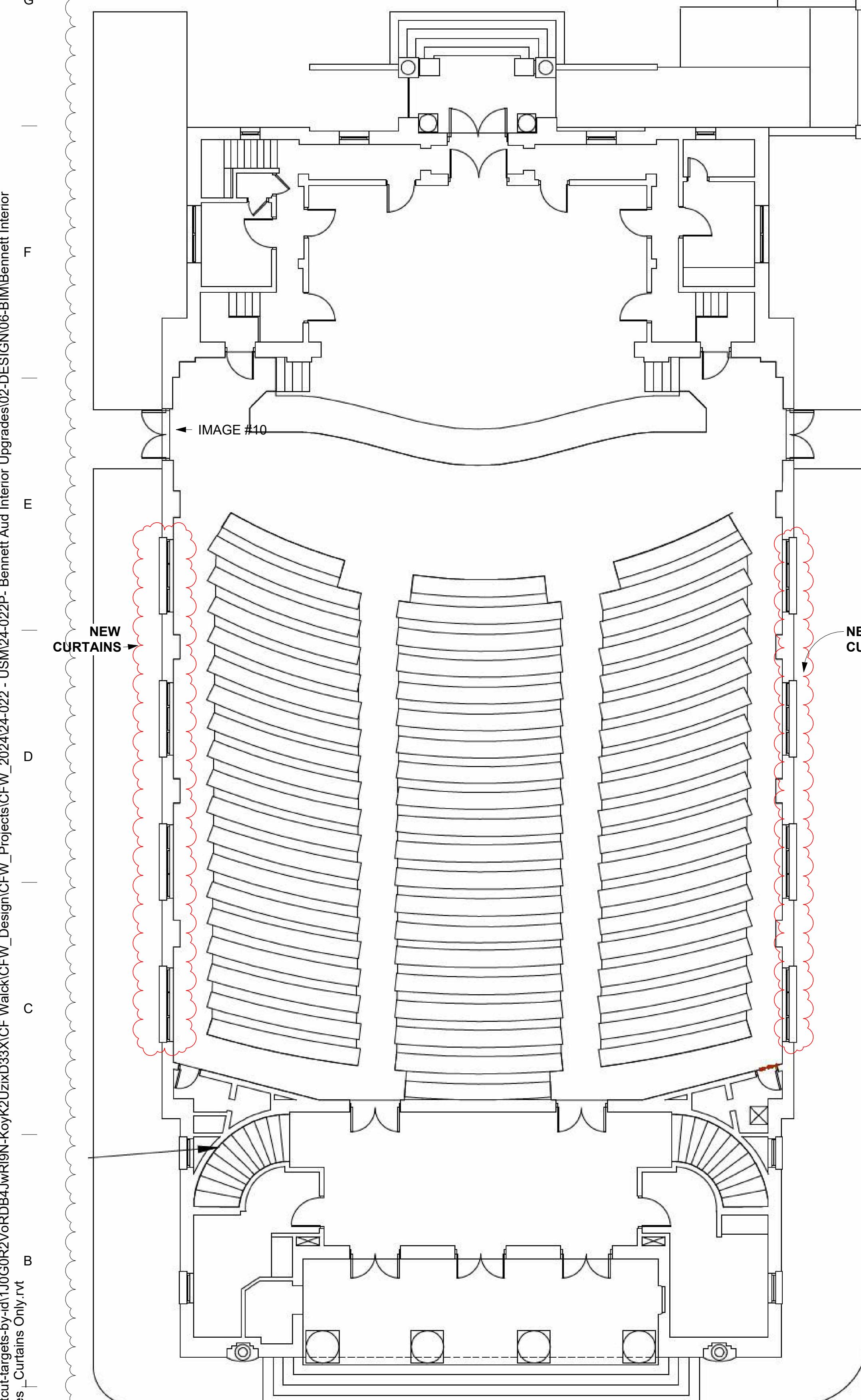
1 OMIT CARPET
REPLACEMENT 01/16/2026

ISSUED:
FOR CONSTRUCTION 08/29/2025

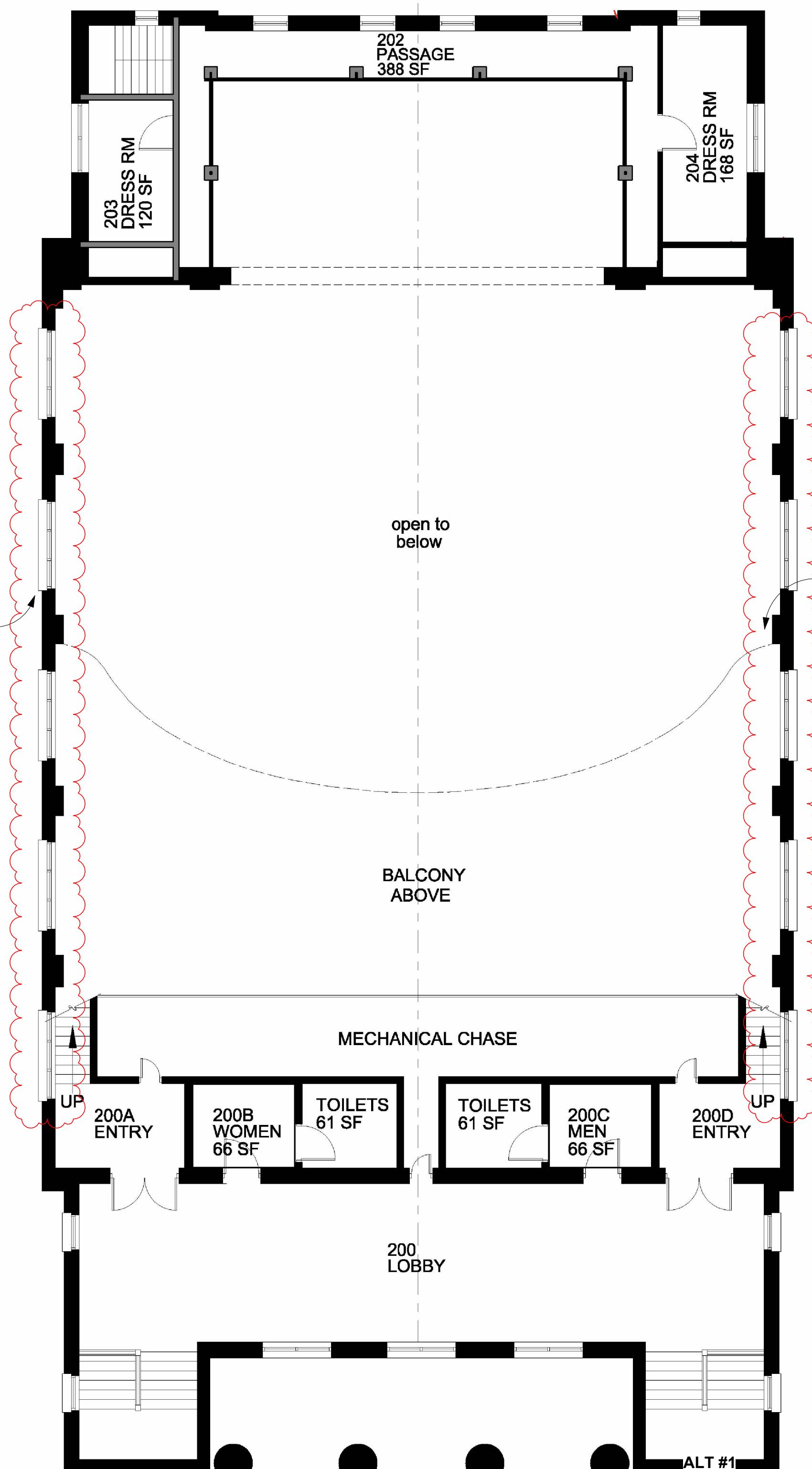


REFERENCE
PLANS

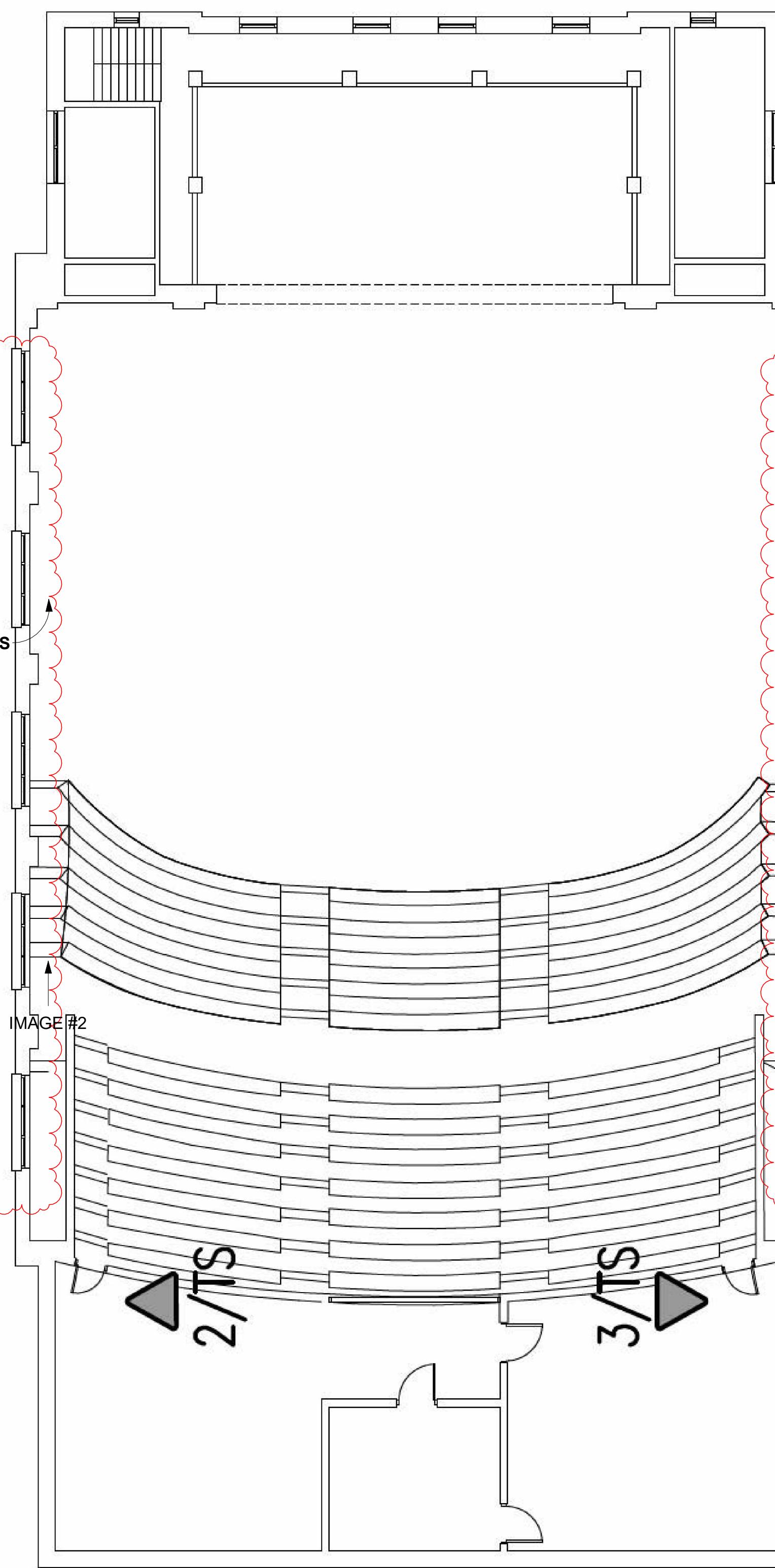
A100



① FIRST LEVEL PLAN
1/8" = 1'-0"



② SECOND LEVEL PLAN
1/8" = 1'-0"



③ BALCONY LEVEL PLAN
1/8" = 1'-0"

SCALE As indicated

GENERAL NOTES

1. ELEVATIONS ARE FOR CURTAIN REPLACEMENT LOCATION ONLY.
2. CURTAINS ARE TO BE REPLACED WHERE REMOVED DURING WINDOW RESTORATION, ALL WEST AND EAST FACADES. CURTAINS ARE TO BE OF SIMILAR CONSTRUCTION AND SECURED IN SAME LOCATION. SEE CURTAIN SPECIFICATION BELOW.

24-022P

BENNETT AUDITORIUM INTERIOR UPGRADES

HATTIESBURG CAMPUS

CLIENT
**UNIVERSITY
OF
SOUTHERN
MISSISSIPPI**

#	DESCRIPTION	DATE
ISSUED:		



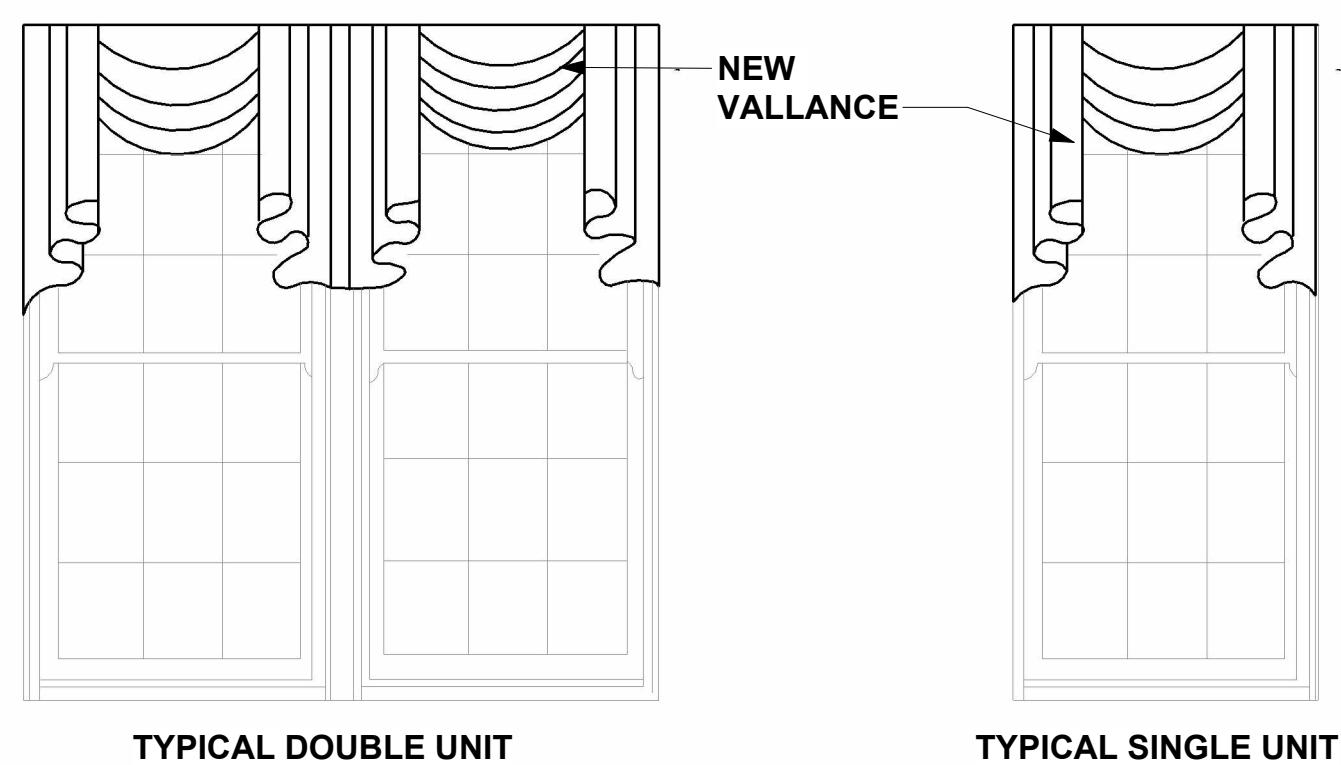
CURTAIN SPECIFICATION

HOUSE WINDOW CURTAINS & TRACKS

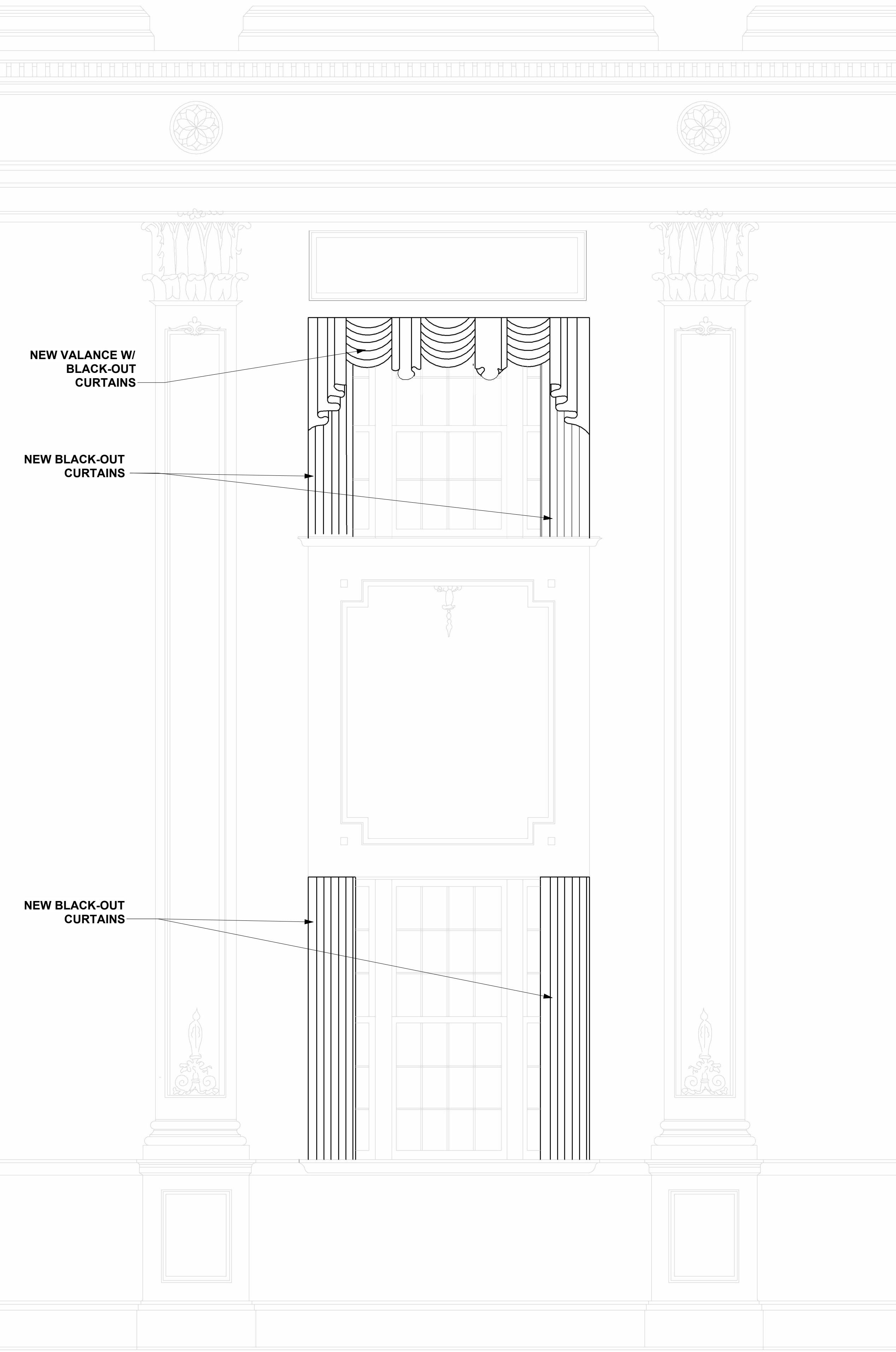
- **TOP WINDOW CURTAINS (20)**
 1. PANELS MANUF. FROM 26OZ IFR VELOUR W LITEOUT LINING SEWN W 100% FULLNESS SEWN IN THROUGH BOX PLEATS. TOP FINISH TO BE STANDARD GROMMETS, JUTE & BITSNAPS. BOTTOM FINISH TO BE 5" HEM W INTERNAL CHAIN WEIGHT. COLOR TBD (SOFT GOLD HUE)
- **BOTTOM WINDOW CURTAINS (16)**
 1. PANELS MANUF FROM 26OZ IFR VELOUR W LITEOUT LINING SEWN W 100% FULLNESS SEWN IN THROUGH BOX PLEATS. TOP FINISH TO BE STANDARD GROMMETS, JUTE, & BITSNAPS. BOTTOM FINISH TO BE 5" HEM W INTERNAL CHAIN WEIGHT. COLOR TBD (SOFT GOLD HUE)
- **BOTTOM HALF WINDOW CURTAINS (4)**
 1. PANELS MANUF FROM 26 OZ IFR VELOUR W LITEOUT LINING SEWN WITH 100% FULLNESS SEWN IN THROUGH BOX PLEATS. TOP FINISH TO BE STANDARD GROMMETS, JUTE, BITSNAPS. BOTTOM FINISH TO BE 5" HEM WITH INTERNAL CHAIN WEIGHT. COLOR: TBD (SOFT GOLD HUE)
- **VALANCE CURTAIN (10)**
 1. PANELS MANUF FROM 26OZ IFR VELOUR W LITEOUT LINING SEWN W 100% FULLNESS SEWN IN THROUGH BOX PLEATS. BOTTOM FINISH TO BE 5" HEM W INTERNAL CHAIN WEIGHT. COLOR: TBD (SOFT GOLD HUE)
- **TOP/BOTTOM WINDOW TRACKS (1 EA)**
 1. BASIS OF DESIGN: CONSTRUCTED FROM H&H SPECIALTIES 200 SERIES CURTAIN TRACK SYSTEM RIGGED FOR BI-PARTING MANUAL ROPE DRAW OPERATION.

MAIN ENTRY/RESTROOM CURTAINS & TRACK

- **VALANCE CURTAIN (8)**
 1. PANELS MANUF FROM 26OZ IFR VELOUR W LITEOUT LINING SEWN W 100% FULLNESS SEWN IN THROUGH BOX PLEATS. BOTTOM FINISH TO BE 5" HEM W INTERNAL CHAIN WEIGHT. COLOR: TBD (SOFT GOLD HUE)
- **WINDOW CURTAIN (NONE)**
- **WINDOW TRACKS (1 EA)**
 1. BASIS OF DESIGN: CONSTRUCTED FROM H&H SPECIALTIES 200 SERIES CURTAIN TRACK SYSTEM RIGGED FOR BI-PARTING MANUAL ROPE DRAW OPERATION.



ELEVATIONS @ MAIN ENTRY/RESTROOM WINDOWS



1 CURTAIN ELEVATION, TYPICAL
3/8" = 1'-0"

CURTAIN ELEVATIONS

A101

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
PROCUREMENT SERVICES
118 COLLEGE DRIVE #5003
HATTIESBURG, MS 39406-0001

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 at the Henderson Physical Plant Building 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
Henderson Physical Plant (Bid)
3105 West 4th Street
Hattiesburg, Mississippi 39406

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

The University of Southern Mississippi
Henderson Physical Plant (Bid)
3105 West 4th Street
Hattiesburg, Mississippi 39406

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
Henderson Physical Plant (Bid)
2609 West 4th Street
Hattiesburg, MS 39401

- 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. 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 in how to respond to an RFx in M.A.G.I.C. the following link is provided:
<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.

**** PLEASE NOTE: EMAILED BIDS WILL NOT BE ACCEPTED AND WILL CAUSE YOUR BID TO BE REJECTED AS A RESULT OF 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/ADAI