



**THE UNIVERSITY OF  
SOUTHERN  
MISSISSIPPI®**

**REQUEST FOR PROPOSALS (RFP) 26-37**

**Issued by  
The University of Southern Mississippi  
For Energy Services at the USM Gulf Park Campus and Gulf Coast Research  
Laboratory**

## INTRODUCTION

The University of Southern Mississippi (hereinafter referred to as “Customer”) seeks specific Proposals from interested Energy Service Companies (ESCOs) or Energy Service Provider (ESPs) that can provide multiple phases of HVAC and LED lighting retrofits that will improve energy consumption across Customer facilities at the customer’s Gulf Park campus and the Gulf Coast Research Laboratory (GCRL). These projects will be executed during a five-year period beginning on 1 April 2026 and terminating on 1 April 2031. At that point a new RFP will be issued for another five year period.

Section 31-7-14 of the Mississippi Code defines energy services provider.

**At a minimum, the ESP/ESCO must have met the following qualifications:**

- Licensed in the State of Mississippi.
- An approved general contractor by the State of Mississippi.
- An approved ESP/ESCO by the Department of Energy’s list and the Mississippi Development Authority – Energy & Natural Resources Division list of Qualified Energy Services Companies (ESCOs).
- All required insurance and bonds. (Attachment B)

## GENERAL RESULTS DESIRED

The Customer seeks to execute capital improvements in order to improve energy consumption across Customer facilities and infrastructure at the Gulf Park campus, Gulf Coast Research Laboratory and other USM Coastal sites as needed.

## SCOPE OF SERVICES

### Background

The University of Southern Mississippi, under the leadership of President Dr. Joe Paul, is a public research university with multiple campuses, including facilities and teaching sites along the MS Gulf Coast in Jackson, Harrison and Hancock Counties. The ESCO or ESP selected in this RFP will work on the following USM sites:

The Gulf Park campus, Long Beach, MS

The Gulf Coast Research Laboratory, Ocean Springs, MS

Other USM sites located in Hancock, Harrison and Jackson Counties as necessary

### Project Goals

Perform analysis, design, and implementation necessary to improve energy consumption as well as other measures related to reducing operational and maintenance costs related to lighting and HVAC equipment within the facilities of the USM-Gulf Coast Gulf Park campus and Gulf Coast Research Laboratory. This scope shall not be limited to the above-mentioned measures and other energy conservation measures may be considered per Section 31-7-14 of the Mississippi Code.

USM will self-capitalize projects only, and projects will typically range from \$200k-\$2M.

### **Project Tasks and Deliverables**

The effort is anticipated to begin on or soon after July 1, 2026. Projects will be planned and executed in phases as funding allows and shall be awarded prior to 1 April, 2031. USM reserves the right to enter into no project contract agreements if projects do not meet energy reduction requirements outlined in Section 31-7-14 of the MS Code and/or if USM funding is not available.

The contracting process will have three phases:

- Investment Grade Audit and Project Proposal Phase: A contract for the investment grade audit (IGA) will be developed with the selected ESCO. This IGA will identify and evaluate cost-savings measures and define the proposed project scope, cost, savings, and cash-flow over the proposed project term.
- Construction/Implementation/Commissioning and Financing Phase: A guaranteed energy savings performance contract will be negotiated following the audit. This will establish the project scope and costs and provide for construction and follow-up services to be provided during the project. Projects will be self-funded by USM.
- Post-Construction Guarantee/Monitoring Phase: After construction, the ESCO will offer a variety of services to ensure savings are met, such as measurement & verification, a savings guarantee, staff training, follow-up monitoring and contract maintenance services.

### **Tasks necessary for project completion follows:**

1. Visit, review and evaluate the lighting, windows, insulation and HVAC systems at all listed locations.
2. Develop and present the results with recommendations to representatives of the Customer.
3. Assist College/University Representatives in developing and presenting the Customer with options for new windows, insulation, lighting and/or HVAC systems to replace existing.
4. Assist the Customer in planning a timeline to procuring new windows, insulation, lighting and/or HVAC systems to replace old systems.
5. Once a project is selected, provide the Customer with an Investment Grade Audit (IGA) agreement for approval and execution. (IGA contracts will require IHL Board approval)
6. Work with the Customer to design and develop the scope of work, savings and projected value of the project, and upon approval, execute the scope of work. (Construction contracts will require IHL board approval)
7. The maximum term for any project resulting from this RFP shall not exceed 20 years, commencing on the completion of installation of the equipment or improvements specified under the contract.

## **SUBMITTAL FORMAT**

**Companies who wish to be considered by the Customer must submit an original and 3 copies of Attachment D (the ESP/ESCO Profile Form and ESP/ESCO Qualifications and Approach to Project), Attachment E (ESP/ESCO Profile Form) and Attachment F (Financial Approach to Projects).** All submissions become the property of the Customer and will not be returned to the ESP/ESCO.

The Customer reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in its best interest to so. All costs associated with submission preparation will be borne by the submitting company.

## **SELECTION PROCESS**

See attachment C. A pre-submittal meeting will not be held.

## **INTERVIEWS**

If necessary, USM may invite one or more of the top-ranked ESCOs to participate in on-site or video conferencing interviews, which will provide USM to seek clarification on the ESCO's written submittal. ESCO representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, engineering and design, construction management, and follow-up monitoring. Scores for written submittals may be modified based on the results of the interview.

## **OVERVIEW OF ATTACHMENTS**

To aid companies in their response to this request the following items are attached:

Attachment A: Schedule

Attachment B: Insurance and Bond Requirements

Attachment C: Evaluation Criteria

Attachment D: ESP/ESCO Profile Form and Approach to Project

Attachment E: ESP/ESCO PROFILE FORM

Attachment F: Financial Approach to ESCO Projects

Attachment G: USM-Gulf Coast Building Inventory

Attachment H: USM General Terms and Bidders Instructions

**ATTACHMENT A  
SCHEDULE**

---

The following bidding schedule for the RFP is proposed and may change during project.

<b>ACTIVITY</b>	<b>DATES</b>
Advertise/Issue RFP	March 20 & 27, 2026
Written Proposals Due/Bid Opening	<b>2:00 PM</b> April 17, 2026
Written Proposals Reviewed/Evaluated by Subcommittee	April 20-30, 2026
ESP/ESCO Interviews	May 4-13, 2026
ESP/ESCO Selection by Subcommittee	June 1, 2026

**ATTACHMENT B**  
**INSURANCE AND BOND REQUIREMENTS**

---

Provider, at its expense, agrees to procure and maintain insurance during the term as follows:

Worker's Compensation and Employer's Liability: Standard limits as required by applicable Worker's Compensation Laws.

Comprehensive General Liability:

- General Aggregate - \$2,000,000
- Personal & Adv Injury - \$2,000,000
- Each Occurrence - \$1,000,000
- Fire Damage (any one fire) - \$1,000,000
- Medical Expense (any one person) - \$5,000
- Automobile Bodily Injury and Property Damage Liability - \$1,000,000 Combined Single Limit

Proof of Insurance

The Service Provider shall provide a Certificate of Coverage to the Board of Trustees of State Institutions of Higher Learning, Office of Insurance & Risk Management, 3825 Ridgewood Road, Suite 429, Jackson, MS, 39211 and The University of Southern Mississippi, 730 Beach Blvd. E., Long Beach, MS 39560 prior to the start of services. The Certificate of Coverage should, at a minimum, contain the name of the carrier, effective and expiration dates of coverage, a description of the covered perils, amount of coverage by peril, the name and mailing address of the insurance company, and the name and mailing address of the insurance agent. The Certificate of Coverage must name the Board of Trustees of State Institutions of Higher Learning and USM as additional insureds.

## ATTACHMENT C EVALUATION CRITERIA

---

The criteria listed below will be used in the evaluation of written submissions, interviews with previous ESP/ESCO clients, and the responses of ESPs/ESCOs during oral interviews, as appropriate. These criteria will be applied and interpreted solely at the discretion of the Customer. Written responses should include all necessary information that is pertinent to these evaluation criteria. Additional information required for the proper assessment of written submissions may be requested from the ESP/ESCO at the discretion of the Customer. The criteria are not ranked in order of importance.

After a determination that Proposals are responsive and responsible and all submitted previous performance information substantiates not less than a SATISFACTORY rating, Proposals will be evaluated according to the following criteria:

1. **20 Points - Previous Experience:** Points will be awarded on the basis of submitted Previous Experience Reference projects.
2. **15 Points - Management Team:** Points will be awarded based upon qualifications and experience of individuals proposed as confirmed by references provided.
3. **10 Points - Analysis and Evaluation Team:** Points will be awarded based upon qualifications and experience of individuals and consultants as confirmed by references provided.
4. **15 Points - Planning Team:** Points will be awarded based upon qualifications and experience of firms and key individuals proposed as well as historical information.
5. **10 Points - Implementation Team:** Points will be awarded based upon qualifications and experience of individuals proposed as confirmed by references.
6. **10 Points - Schedule Control:** Points will be awarded on the basis of submitted Previous Experience Reference projects.
7. **20 Points - Cost Factors:** Points will be awarded upon the basis of the combined total of stipulated amounts identified for Investment Grade Audit, Pre-Construction, and Construction as outlined in attachment F. Profit markup will also be considered. The lowest combined cost percentage will receive 20 points.

**Minimum Requirements**

ESP will not be considered for Energy Services with the Customer if the following minimum qualifications are not met:

	Check if Met
Business licensed in the State of Mississippi	
A licensed general contractor in the state of Mississippi	
A pre-qualified ESP/ESCO by the MS-MDA Energy & Natural Resources Division	
Listed as a Department of Energy Qualified Energy Service Company	

**Supplemental Documentation**

	Evaluator Notes
Quality of Sample Investment Grade Audit	
Quality of Audited Financial Statements	

**Experience**

		Evaluator Notes
1a	Company history and number of years in business	
1b	ESPs/ESCOs experience with implementing energy related projects (specific branch office team members assigned to this project, single technology projects will not be considered).	
1c	Pervious work history with MS Institutes of Higher Learning projects or MS Bureau of Buildings projects.	
1d	Previous work history with The University of Southern Mississippi.	

**Personnel Information**

		Evaluator Notes
2a	Qualifications and experience of ESPs/ESCOs personnel.	
2b	Demonstration of in-house design, construction, and measurement and verification capabilities.	
2c	Clear assignment of responsibility for various tasks to specific individuals.	
2d	History of consulting engineering firm's previous work with The University of Southern Mississippi.	
2e	Firm's proximity to the project and/or track record of maintaining a site presence during previous projects.	

**Project History**

Evaluator Notes

3a	Diversity of ECMs included	
3b	History of product neutrality.	
3c	Quality of Project History documentation	
3d	Ability to manage construction and complete all phases of the project on schedule.	
3e	Documented energy savings on previous projects.	
3f	Reliability of equipment performance on past projects.	

**Financial References**

Evaluator Notes

4a	Financial soundness and stability of the ESP/ESCO.	
4b	Company does not owe State of Mississippi any taxes.	
4c	Company is not currently under suspension or debarment by the State of Mississippi, any other state or the federal government.	

**ESP Qualifications and Approach to Project**

Evaluator Notes

5a	Quality of proposed training for facility staff.	
----	--	--

**The establishment, application, and interpretation of the above criteria shall be solely within the discretion of the Customer. The Customer reserves the right to reject any and all submissions.**

**ATTACHMENT D**  
**ESP/ESCO PROFILE FORM AND ESP/ESCO QUALIFICATIONS AND APPROACH TO PROJECT**

---

**WRITTEN SUBMITTAL INFORMATION**

General Information:

Failure to complete any question in whole or in part, or any deliberate attempt by the respondent to mislead the Customer, may be used as grounds to find the proposing ESP ineligible.

All submissions become the property of Customer and will not be returned to the ESP.

All costs associated with submission preparation will be borne by the submitting ESP.

Submit the Following:

- a. **Attachment E: "ESP/ESCO Profile Form" and "ESP/ESCO Qualifications and Approach to Project"**

Quantity: (**3: One for each selection committee member**), including original.

- b. Companies are required to submit the following number of copies of the following documents:

State of Mississippi Business License	<u>3</u> copies
State of Mississippi General Contractor License	<u>3</u> copies
Proof of MS-MDA ESP Pre-Qualification	<u>3</u> copies
Proof of DOE Qualified Energy Service Company	<u>3</u> copies

- c. Cover Sheet to accompany each of the above submittal, as given below.

To: The University of Southern Mississippi-Gulf Coast  
Attention: Lucas Applewhite

RE: Response to RFP - Energy Services

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

From: \_\_\_\_\_

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

Address: \_\_\_\_\_  
General Phone Number: \_\_\_\_\_  
  
Contact Person Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail Address (if applicable): \_\_\_\_\_

Submittal instructions are on page 1 of this RFP.

**ATTACHMENT E**  
**ESP/ESCO PROFILE FORM**

---

NOTES:

- ESP/ESCO may request an electronic copy of this form for easier preparation.
- ESP/ESCO must address all questions. If not applicable, enter "N/A. ".

General Firm Information

FIRM'S NAME:		
MAILING ADDRESS:		
PHYSICAL ADDRESS:		
CITY:	STATE:	ZIP:
COUNTY:		
PHONE:		
FAX:		
E-MAIL:		
WEBSITE:		

Names, Titles and Phone Number of two principal contact persons:

NAME	TITLE	PHONE

Submittal is for:  Parent Company  Division  Subsidiary  Branch Office

List any Division or Branch Offices that will participate materially in the development of the submission, and/or in the conduct of any services provided.

Name of Office: \_\_\_\_\_

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

Name and Address of Parent Company (if applicable)

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

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

Former Name(s) of Firm (if applicable)

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

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

**Date Prepared:** \_\_\_\_\_

**Type of Firm:** [ ] Corporation [ ] Partnership  
[ ] Sole Ownership [ ] Joint Venture

**Federal Employer Identification Number:** \_\_\_\_\_

**Year Firm was Established:** \_\_\_\_\_

**Please indicate if (and attach proof that) your firm is:**

- [ ] **Business Licensed in the State of Mississippi**
- [ ] **A licensed general contractor in the State of Mississippi**
- [ ] **A pre-qualified ESP by the MS MDA's Energy & Natural Resources Division**
- [ ] **On the Department of Energy's list of Qualified Energy Service Companies**

**1. CORPORATE BACKGROUND / HISTORICAL DATA**

- a. How many years has your firm been in business under its present business name? Years \_\_\_\_\_
- b. Indicate all other names by which your organization has been known and the length of time known by each name.

\_\_\_\_\_  
\_\_\_\_\_

- c. How many years has your firm been involved in energy-related business? Years \_\_\_\_\_
- e. Discuss your firm's local business footprint (years in business in Mississippi, annual revenues, number of employees based in Mississippi, etc.

\_\_\_\_\_  
\_\_\_\_\_

- f. List your firm's previous or current business association with the University of Southern Mississippi.

\_\_\_\_\_

- g. Cumulative energy service contract values for projects implemented by your firm). Limit your response to ONLY those projects that have been managed

directly by the specific branch division, office or any individual in such branch division or office that will be specifically assigned to this project.

**2. PERSONNEL INFORMATION**

- a. Please indicate the number of full-time personnel employed by your firm and the percent available to work on this project. \_\_\_\_\_
- b. Briefly describe the relevant experience, qualifications and educational background for each individual team member employed by your firm and assigned to this project using the format provided on the following page. Do not include individual resumes in lieu of this information. Do not include any subcontractors.

---



---



---



---



---

**3. PROJECT HISTORY**

- a. List all energy services provided (lighting upgrades, controls, etc.) and year services were implemented by your firm.

Energy Service Provided	Years Implemented
Lighting	
HVAC (includes Boiler Plant & Chiller Plant)	
Hot water and Steam Distribution Systems	
Controls	
VFDs/Motors	
Water/Sewer Conservation	
Industrial Pumping System	
Appliance (Plug-Load Reductions)	
Building Envelope	
Refrigeration	
Retro-commissioning	
Renewables	
Resiliency Solutions, Microgrids, Power Quality and Electric Distribution System Hardening	

b. Complete the following Experience and Services Table

<b>L = Experience on a few projects/ H = Extensive experience / Leave it Blank = No experience</b>				
Experience/Services	Audit	Design	Construction	M&V
<b>Building Envelope</b>				
Exterior Wall & Roof Construction				
Windows and Window Tinting				
<b>Lighting</b>				
Internal				
External				
Daylighting				
<b>HVAC</b>				
Chilled Water Plants				
Air and water distribution systems				
Energy Management Systems				
Central Steam Plants & Systems				
Boilers				
<b>Compressed Air</b>				
Air compressors & aux. equip				
Blower or Vacuum systems				
<b>Process Equipment</b>				
Process pumping				
Variable Frequency Drives				
<b>Supply &amp; Waste Water Systems</b>				
Water Conservation				
Waste Heat Recovery				
<b>Energy &amp; Renewable Energy Supply</b>				
Electrical Distribution Hardening				
Co-generation				

**4. VENDOR NEUTRALITY**

a. Are you vendor neutral for all energy services? (No exclusive manufacturer's representative agreements.) \_\_\_\_\_

## 5. FINANCIAL REFERENCES

- a. Please attach the most recent year-ending Statement of Financial Conditions, including balance sheet and income statement, dated within twelve months of filing this ESP/ESCO Profile Form.
- b. Please provide the name, address, and telephone number of firm(s) that prepared Financial Statements.
- c. Please certify that your company does not owe the State of Mississippi any taxes.
- d. Please certify that your company is not currently under suspension or debarment by the State of Mississippi, any other state, or the federal government

NOTE: All questions must be addressed by the ESP/ESCO in order for this qualification form to be properly completed. Failure to answer any question or comply with any directive contained in this form may be used as grounds to find a respondent ineligible. If a question or directive does not pertain to your organization in any way, please indicate that fact with the symbol N/A. For additional space attach 8-1/2" x 11" sheets and indicate reference number (i.e., 12a, 12b, etc.) to correspond with each question.

## ESP QUALIFICATIONS AND APPROACH TO PROJECT

Please provide answers to each category listed below. Provide your responses on 8 1/2" x 11" sheets of paper and number and title each answer to the corresponding category. A table of contents should be included and all pages in your response to this attachment numbered sequentially. The font size should be no smaller than 10 point. Submissions will be evaluated considering the material and substantiating evidence presented and not on the basis of what is inferred.

### 6. General Approach

#### 6.1 Project Summary (not to exceed 5 pages)

Summarize the Scope of Services (design, financial, operations, maintenance, training, etc.) that would be offered by your firm for this project. Please include a brief description of your firm's Approach to Project Management and the Specific Benefits to the Customer.

#### 6.2 Training Provisions

Please describe your firm's capabilities and proposed approach to providing technical training for the Customer's facility personnel.

#### 6.3 Provision of Financing

Please briefly describe the types of financing arrangements used by your firm for past energy services projects. Describe your firm's preferred approach to providing or arranging financing for this project including a description of the source of funds and the potential dollar amounts currently available to your firm to finance these types of projects. Describe how construction will be financed. Include your firm's bonding references including company name, address, contact person, telephone number and information on your firm's maximum bonding capability. Note: USM will typically self-fund projects during this period of performance.

#### 6.4 Equipment/Labor Cost Competition

Please describe your company's process to solicit bids on equipment/labor or to ensure price/cost competition and the best value for USM.

#### 6.5 Open Book Pricing

Open book pricing will be required, such that the ESCO shall fully disclose all costs of materials and labor purchased and subcontracted by the ESCO and a list of hourly rates and position descriptions for labor and/or services provided by the ESCO.

Please describe your company's approach to open book pricing and the method for maintaining the cost accounting records on authorized work performed under actual costs for labor and material, or other basis requiring accounting records.

6.6 Handling of Savings Shortfall

Please briefly discuss how your firm handles situations in which the actual energy savings fall short of the guaranteed energy savings amount. Address any savings shortfalls that have occurred over the past 5 years (up to 10 examples) and describe how they were resolved. Describe all events that may lead to guarantee modification or termination.

6.7 Best Value

Please briefly describe how your approach to performance contracting delivers best value for the investment. Describe any utility rebates or other financial incentives or grants you can potentially provide and/or facilitate.

**ATTACHMENT F**  
**Financial Approach for ESCO Projects**

---

**7. Cost and Pricing**

This response will establish the maximum percentages and rates for audit costs, markups, and fees for your firm for this project. These values will be applied in any Investment Grade Audit and Project Development Contract or Energy Savings Performance Contract and may be negotiated downward.

7.1. Project Cost Breakdown. In the table below provide your company’s proposed Maximum Percentage of Total Project Price for this project, for each category listed. This format is required and must be completed in its entirety. Use only the categories listed. Ranges are not acceptable. Points will be awarded upon the basis of the combined total of stipulated amounts identified for Investment Grade Audit, Pre-Construction, and Construction as outlined in attachment F. Profit markup will also be considered. The remaining percentage will be considered the amount available for trade subcontractors, design/build subcontractors, and direct purchase of equipment costs.

7.1.1. Investment Grade Audit Fee. In the table below, provide the maximum fee to conduct an Investment Grade Audit and Project Development Proposal, on a cost per gross square foot (gsf) basis. Through this proposed maximum fee your firm acknowledges the responsibility to adhere to and complete the full scope of work as presented in the Investment Grade Audit and Project Proposal contract provided by the U.S. Department of Energy.

<b>Investment Grade Audit Costs</b>	
<b>Investment Grade Audit and Project Proposal Maximum Fee</b>	\$/gsf

7.1.2. Project Design and Construction.

<b>Project Construction Cost Category</b>	<b>Maximum Percent of Total Project Price</b>	<b>Self-Performed or Subcontracted?</b>
<b>Pre-Construction Costs</b>		
<b>Design and other Engineering</b> <i>Professional architectural and engineering services, energy modeling.</i>		
<b>Pre-Construction Services</b>		

<i>Construction management and project development services.</i>		
<b>Other Pre-Construction Costs</b> <i>Site visits, owner meetings, legal review, accounting services, etc.</i>		
<b>Construction Costs</b> <i>Note: Trade subcontractor, design/build subcontractors, and direct purchase of equipment costs are dependent upon investment grade audits for specific projects.</i>		
<b>Construction Management</b> <i>Construction manager and site superintendent</i>		
<b>Project Engineering</b> <i>Design engineer inspections; engineering analysis</i>		
<b>General Conditions</b> <i>Miscellaneous non-staffing costs; equipment rentals, security fencing, etc.</i>		
<b>Construction Completion</b> <i>Commissioning, training, construction M&amp;V, O&amp;M manuals</i>		
<b>Other Construction Costs</b> <i>Site visits, owner meetings, permits, insurance, bonds, warranty labor</i>		
<b>Profit Markup</b>		
<b>Profit</b> <i>Provide the maximum percentage profit markup that will be applied to direct purchases of equipment, material, and subcontractors for this project. Note that overhead is included in Construction Costs-General Conditions.</i>		
<b>Measurement and Verification (M&amp;V)</b>		
<b>Describe how the post-retrofit M&amp;V annual fee is determined.</b>  <i>The M&amp;V services cost is the annual cost for the services necessary after acceptance of the project to annually verify the Energy Performance Contract guarantees. The cost for the guarantee is based upon the M&amp;V option utilized, the risk of savings failure, the</i>		

<p><i>field time to measure building performance, and the time to document and present the report.</i></p>	
<p><b>Warranty</b></p>	
<p><b>Describe how the warranty cost is determined.</b></p> <p><i>Warranty is the burdened labor cost associated with time and anticipated to be expended by the ESCO staff in supporting their direct purchase equipment warranties; and/or equipment provided by subcontractors. This warranty cost may also include costs for extended equipment warranties in those cases where the required/specified equipment warranty is longer than the equipment warranty offered by the manufacturer.</i></p>	
<p><b>Project Incidental and Ancillary Work</b></p>	
<p><b>Describe how project incidental and ancillary work will be charged (billed hourly, billed as a markup of equipment and labor costs, etc.)</b></p> <p><i>Incidental and ancillary work includes but is not limited to, work that is related to ensure jobsite safety and security, jobsite cleanliness and sanitation, limited demolition, and other incidental work that is necessary to enable subcontractors to perform their work in a timely manner.</i></p>	

**ATTACHMENT G**  
**USM Gulf Coast Building Inventory**

<b>Building #</b>	<b>Building Name</b>	<b>Address</b>	<b>City</b>	<b>Year Constructed</b>	<b>GSF</b>	<b>Facility/Site/Campus</b>
CP103	Aquaculture Advanced Development	217 Hawkins Circle	Ocean Springs	2001	4000	Cedar Point
A14231	Aquaculture Advanced Development II (Tripletail Barn) ADD	217A Hawkins Circle	Ocean Springs	2018	2240	Cedar Point
CP108	Aquaculture Demonstration Laboratory	207 Hawkins Circle	Ocean Springs	2009	5604	Cedar Point
CP110	Aquaculture Growout	205 Hawkins Circle	Ocean Springs	2009	6600	Cedar Point
CP107	Aquaculture Visitor's Pavillion	203 Hawkins Circle	Ocean Springs	2007	9600	Cedar Point
CP115	Aquatic Wet Lab	131 McIlwain Drive	Ocean Springs	2011	4740	Cedar Point
CP101	Cedar Point Office Building	123 McIlwain Drive	Ocean Springs	2001	3000	Cedar Point
CP109	Cedar Point Receiving	117 McIlwain Drive	Ocean Springs	2009	2361	Cedar Point
CP112	Cedar Point Research Building	300 Laurel Oak Drive	Ocean Springs	2011	25230	Cedar Point
CP114	Fish Health Building	101 McIlwain Drive	Ocean Springs	2011	4810	Cedar Point
CP104	Invertebrate Growout I	215 Hawkins Circle	Ocean Springs	2002	4480	Cedar Point
CP102	Invertebrate Production	219 Hawkins Circle	Ocean Springs	2001	5100	Cedar Point
CP135	Marine Ed Center East Restrooms (Connected to Bldg. A)	103 Sweetbay Dr.	Ocean Springs	2017	900	Cedar Point

CP106	Marine Environmental Research Laboratory	211 Hawkins Circle	Ocean Springs	2009	7278	Cedar Point
CP133	MEC Administration (Bldg. A)	102 Sweetbay Dr.	Ocean Springs	2017	9871	Cedar Point
CP132	MEC Conference Center (bldg. B)	101 Sweetbay Dr.	Ocean Springs	2017	3240	Cedar Point
CP136	MEC Education I (bldg. D)	104 Sweetbay Dr.	Ocean Springs	2017	2803	Cedar Point
CP137	MEC Education II (Bldg.E)	105 Sweetbay Dr.	Ocean Springs	2017	2803	Cedar Point
CP134	MEC Pavilion (bldg. C)	103 Sweetbay Dr.	Ocean Springs	2017	921	Cedar Point
CP138	MEC West Restrooms Bldg. (F)	106 Sweetbay Dr.	Ocean Springs	2017	1164	Cedar Point
CP121	Physical Plant Building	127McIlwain Drive	Ocean Springs	2012	4925	Cedar Point
CP111	Red Snapper Broodstock and Larval Rearing	201 Hawkins Circle	Ocean Springs	2011	5025	Cedar Point
CP113	Red Snapper Growout	209 Hawkins Circle	Ocean Springs	2011	6840	Cedar Point
CP131	Toxicology Building	113 McIlwain Drive	Ocean Springs	2017	13755	Cedar Point
944	Central HVAC Plant	302 Southern View	Long Beach	2002	6618	Gulf Park
959	Elizabeth Hall	207 Friendship Oak Circle	Long Beach	1964	19872	Gulf Park
989	Fitness Center	119 Beach Park Place	Long Beach	1927	2690	Gulf Park
945	Fleming Education Center	203 Bear Point Drive	Long Beach	2002	50682	Gulf Park

965	GC Geospatial Center	113 Beach Park Place	Long Beach	1940	2061	Gulf Park
946	Gulf Coast Library	212 Friendship Oak Circle	Long Beach	2002	54236	Gulf Park
952	Hardy Hall	102 Avenue of the Oaks	Long Beach	1921	53430	Gulf Park
958	Harold Barber Building	302 Gulf Park Drive	Long Beach	1965	2660	Gulf Park
973	Health and Wellness Center	117 Beach Park Place	Long Beach	1927	1898	Gulf Park
GP-HWY	HWY 90 Entrance Gateway	730 Beach Blvd East	Long Beach	2015	900	Gulf Park
953	Lloyd Hall	110 Avenue of the Oaks	Long Beach	1926	16451	Gulf Park
1000	North Academic Building	215 Bear Point Drive	Long Beach	2017	23949	Gulf Park
997	Physical Plant	127McIlwain Drive	Ocean Springs	1998	5308	Gulf Park
949	Research Foundation / Shipping and Receiving	212 Bear Point Drive/ 305 Gulf Park Drive	Long Beach	2000	4615	Gulf Park
940	Science Building	108 Bear Point Drive	Long Beach	2012	35940	Gulf Park
977	Technology Learning Center	304 Gulf Park Drive	Long Beach	2009	4974	Gulf Park
998	UPD & Department of Parking Management	138 Beach Park Place	Long Beach	1998	1477	Gulf Park
943	West Academic Building	104 Lofty Lane	Long Beach	2012	14150	Gulf Park
AR2	Aquatic Research Bldg. II	106 Franks Drive	Ocean Springs	1986	4530	Halstead
32	Aquatic Research Building I	104 Franks Drive	Ocean Springs	2012	4800	Halstead

12	Caylor Building	703 E Beach Dr	Ocean Springs	1970	27433	Halstead
28	Chemical Storage Building	108 Franks Drive	Ocean Springs	1993	2525	Halstead
31	Dining Hall	703 East Beach Dr.	Ocean Springs	1995	2923	Halstead
24	Director's House	103 Gunter Drive	Ocean Springs	1982	3700	Halstead
6	Dormitory	703 E Beach Dr	Ocean Springs	1966	11240	Halstead
15	Faculty House	101 Gunter Drive	Ocean Springs	1975	2212	Halstead
44	Field Studies Building	102 Gunter Drive	Ocean Springs	2013	8363	Halstead
20	Fisheries Building	104 Gunter Drive	Ocean Springs	1977	2928	Halstead
FBOAT	Fisheries Building Boat Storage Barn	NA	Ocean Springs	2011	1500	Halstead
23	Fisheries Laboratory	131 Caylor Avenue	Ocean Springs	1981	744	Halstead
11	Halstead Research Facility	300 Laurel Oak Drive	Ocean Springs	1971	23823	Halstead
1	Howse Oceanography Building	1020 Balch Blvd	Ocean Springs	1963	18332	Halstead
45	Marine Operations Building	109 Caylor Ave.	Ocean Springs	2023	4863	Halstead
MRC100	Marine Research Center	1030 West Pier	Gulfport	2018	28157	Port of Gulfport
OEF100	Roger F Wicker Center for Ocean Enterprise	836 North Harbor Drive	Gulfport	2023	79003	Port of Gulfport
1020	CNOC Administration Facility	1020 Balch Blvd	Kiln	1989	14764	Stennis
1022	Laboratory Building	1021 Balch Blvd	Ocean Springs	2003	17500	Stennis
1029	USM Oceanographic	1022 Balch Blvd	Ocean Springs	2008	25000	Stennis

	Support Facility					
--	---------------------	--	--	--	--	--

**ATTACHMENT H**  
**USM GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS FOR BIDS/PROPOSALS**

---

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 indicated in the specifications. 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 Gulf Park Physical Plant 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  
Gulf Park Physical Plant  
101 Chimney's Pass  
Long Beach, MS  
USM RFP 26-37

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  
Attn: Gulf Park Physical Plant

730 East Beach Blvd.  
Long Beach, MS 39560  
USM RFP 26-37

- 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 in writing to the Buyer listed on the solicitation at:  
  

[bids@usm.edu](mailto:bids@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  
Attn: Gulf Park Physical Plant  
730 East Beach Blvd.  
Long Beach, MS 39560
- 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 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](mailto: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/ADA**

