



**THIS IS NOT
AN ORDER**

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

Date: November 20, 2020

RFP No. 21-01

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

December 18, 2020

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		UNIT PRICE	TOTAL NET PRICE
		<p>USM RFP 21-38</p> <p>WALK-IN FREEZER</p> <p>RFx: 3160004014</p> <p>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. BID 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.

Signature Required _____

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR BID (BID) # 21-38
WALK-IN FREEZER**

1.0 INTRODUCTION

The University of Southern Mississippi (USM) is looking to purchase a ThermoKool, or equivalent alternative, Walk-In Freezer.

NOTE: This is a turn-key operation to include the installation of the freezer box and floor refrigeration units set in place, evaporator drain lines installed, and complete flashing/finishing.

2.0 GENERAL COMMENTS

This document and all appendices are considered part of the required specifications to the USM BID for Walk-In Freezer.

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

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

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

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

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

In order to ensure all interested bidders receive any addenda that may be issued, proposers must email their intent to bid using the Intent to Bid link on the USM Bid Calendar under Bid 21-38 prior to the deadline to submit. The web address is:

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

3.0 POINTS OF CONTACT

For questions of a technical nature, contact:

Jacob Cochran, Director of Auxiliary Services

Jacob.Cochran@usm.edu

(O) 601-266-6904

David Bounds, Associate Director for Projects, Operations, and Campus Landscape

USM Physical Plant
David. Bounds@usm.edu
(O) 601-266-6253

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

bids@usm.edu

4.0 SUBMISSION INSTRUCTIONS TO BIDDERS

One (1) original, two (2) copies, and one (1) electronic version (USB jump drive) of the sealed bid response, subject to the conditions herein, will be received by **2:00 PM CDT on Friday, December 18, 2020** at the Office of Procurement and Contract Services, as indicated in the General Terms, Conditions, and Instructions to Bidders attached herein. It is the responsibility of the bidder to ensure that the proposal package arrives at USM's Procurement and Contract Services offices.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name "Bid #21-38 WALK-IN FREEZER," the name of the Vendor, and the opening date specified on the coversheet.

The proposal should be addressed as follows:

For regular mail:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
118 College Drive, Box 5003
Hattiesburg, MS 39406
BID # 21-38

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
2609 W. 4th Street
Hattiesburg, MS 39401
BID # 21-38

Hand-carried responses should be brought to:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
Procurement and Contract Services
214 Bond Hall

Hattiesburg, MS 39406
BID # 21-38

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

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

Please note that emailed bids will not be accepted.

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

https://www.ms.gov/dfa/contract_bid_search/Home/Sell

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

5.0 TIMELINE FOR BID

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

BID Posted	November 20, 2020
Proposal Submission Deadline – 2:00 p.m. CDT	December 18, 2020

6.0 GENERAL SPECIFICATIONS

The ThermoKool, or equivalent alternative, walk-in specified shall be prefabricated modular construction. It shall be designed and constructed to allow fast and easy field assembly, disassembly, relocation and enlargement by the addition of like modular panels. Walk-in shall be designed and constructed as shown on plan. Overall exterior size of the walk-in freezer shall be approximately 20 ft x 40 ft x 8 ft ht. to fit exact job site requirements.

Any dealer, prior to bidding, is encouraged to do a site visit to review the existing site (building/pad), utilities, as well as to verify all measurements.

Any alternatives to the specified manufacturers must submit full written specifications and drawings seven (7) days prior to bid date for review. NO PRICING IS TO BE INCLUDED IN SUBMISSION.

PANEL CONSTRUCTION:

Wall and ceiling panel widths shall be within 1" increments up to 48" wide. Corner panels shall be 90 degree angle, 12" x 12". All panels shall be interchangeable with like panels for fast and easy assembly.

All panels shall consist of metal pans formed to precise dimensions. Exterior finish to be stucco galvanized steel.

Interior finish to be stucco galvanized steel and Pre-painted White Stucco Aluminum on the ceiling panels. Insulation shall be "foamed-in-place" urethane to bond permanently to complete inner surfaces of both interior and exterior metal pans to form strong rigid unit. Panels shall not have internal wood or metal support, framing, straps, or other non-insulating members. Each panel shall be 100% urethane foam insulation exclusive of metal pans. Perimeter structure shall be formed of DURATHANE, high density urethane insulation forming tongues and grooves to assure vapor and airtight joints and to prevent pre-installation damage and deterioration of exposed urethane surfaces.

Ceiling to include splice and suspension.

INSULATION:

Insulation shall be 4" thick rigid, zero ozone depleting HFC 134a blown Class I urethane foam classified according to UL 723 (ASTM-E-84) as tested by Underwriters Laboratories, Inc. The core material has a flame spread of 25 or less and a smoke density of 250.

The urethane foam is foamed-in-place to bond to inner surfaces of metal pans having an average thermal conductivity (K factor) of 0.13 BTU/hr./sq. ft. per degrees/Fahrenheit/inch. As tested in accordance with ASTM C 518-2004, the R factor for coolers at temperatures of 55 degrees F is greater than 29.0 for 4" thick panels, freezers at temperatures of 20 degrees F the R factor is greater than 32.0 for 4" thick panels.

The prefabricated urethane foamed panels shall be supplied with a Class I fire hazard classification according to UL 723 (ASTM-E-84) as tested by Underwriters Laboratories, Inc. Panels shall have a flame spread rating of 25 or less and bear a certifying Underwriters Laboratories, Inc. label.

This rating is not intended to reflect hazards presented by this or any other material under actual fire conditions

PANEL LOCKING ASSEMBLIES:

Assembly of walk-in shall be accomplished by "Insta-Loks" consisting of cam-action hook arm assembly set in one panel and a self-aligning, self-centering, pin assembly set in the matching panel. All vertical joints must have a minimum of three Insta-loks. Rotation of the cam-action hook arm shall pull and lock panels together to form airtight, vapor proof joints. No metal straps or connecting rods shall be used inside the panels. Rotation of the cam-locks shall be operated from inside the walk-in through access ports that are

sealed with vinyl snap-in closures.

PANEL GASKETS:

NSF listed double-bead vinyl gasket shall be applied to the tongue side of all panels, on both interior and exterior. Gaskets shall be impervious to stains, grease, oils, mildew, sunlight, etc.

ENTRANCE DOOR AND FRAME:

Walk-in freezer shall be equipped with a 60" x 78" hinged-type, flush-mounted, entrance door. Door placement shall be within 1" increments to meet shelving space and job site requirements. Door shall be manufactured to accommodate floor construction.

Door and frame shall be listed by Underwriters Laboratories and bear the UL Seal of Approval and be equipped with the following:

Door shall be equipped with a one-piece perimeter PVC accordion type removable gasket with magnetic core at the top and along the side perimeter of the door. An adjustable wiper gasket shall be mounted along the bottom edge of the door.

Doors shall have 1/8" thick aluminum diamond treadplate 36" high on the interior and exterior. Diamond treadplate shall be mounted with adhesive and sealed with silicone.

No external fasteners such as screws or pop rivets shall be applied as fastening for the diamond treadplate.

Latch shall be break-a-way type with cylinder lock and inside safety release handle so the door can be opened from the inside even if locked. A positive action hydraulic door closer shall be included to ensure gentle closing action of door to opening and to ensure positive closing of door. The latch shall be of high pressure zinc die cast with highly polished chrome finish.

Door shall be supplied with two, Kason 1377S, hinges that are self-closing design.

Door frames shall consist of heavy reinforced steel "U" channel frame to encompass entire perimeter of opening, foamed-in-place to give extra support and rigidity to frame and to prevent racking, distortion, warping and twisting. A backup must be welded for added strength.

An armored anti-sweat heater cable shall be run in a breaker strip located behind a removable heavy gauge stainless steel trim for easy access to heater cable. Heater cable shall be run under threshold consisting of heavy reinforcement "U" channel breaker strip and heavy gauge stainless steel threshold. The optional second heater wire should be installed. **The optional backup door heater should be installed.**

Door sections shall be provided with an operating toggle switch and a Kason #1806 LED light mounted on the exterior side of the door frame. A face mounted inlet box with a CFL, vapor proof, light shall be mounted on the interior side of the door frames for 115 volt, 60 cycle, 1 phase A.C. service. All wiring shall be in concealed rigid conduit. A 2-1/2" diameter chrome face, flush mount, dual reading, adjustable dial

thermometer shall be provided on exterior of door sections to provide temperature reading of -40 degrees F to +150 degrees F.

FLOOR CONSTRUCTION:

Walk-in floor shall be the DURA-FLOOR type to withstand uniformly distributed stationary loads of 12,000 lbs per square foot. Interior surface of floor panels to be foamed-in-place 1/8" Aluminum Treadplate.

An NSF approved, foamed-in-place, ramp which is an integral part of the floor panel shall be located inside the freezer at the door.

LED LIGHT FIXTURES:

Twelve (12) - 4' LED light fixtures shall be provided in the freezer. Freezer light fixtures must be connected to the door section toggle switch for the CFL vapor proof light.

HEATED PRESSURE RELIEF VENT:

Freezer shall be equipped with a two-way heated pressure relief vent to equalize pressure between the interior and exterior caused by defrost cycles and opening of door. Electrical service to be 115v/60/1 phase.

TRIM AND ENCLOSURES:

Trim matching the walk-in finish and fabricated to fit building conditions shall be supplied to close all joints between walk-in walls and the building wall.

REFRIGERATION :

Refrigeration components shall consist of a 10 hp condensing unit of the Scroll type for the walk-in freezer, ThermoKool model BCH0100LDACZ. Condensing unit shall be remote, self contained, factory assembled and UL approved. The condensers shall be air-cooled. Condensing unit voltage to be 208v 3ph. Condensing units shall be installed in a position designated by the owner. **All measurements must be field verified by the DEALER prior to construction by ThermoKool.**

Shall include two (2) evaporators forced air type with air flow parallel to the walk-in ceiling. The freezer evaporators shall be a standard low profile series, model BEL0170BS6EEA. The evaporator to include single speed, electronically commutated, motors. Evaporator coil components shall be housed in heavy gauge aluminum housing. Freezer evaporator voltage to be 230v 1ph.

Refrigeration must be provided as specified NO under sizing of units will be allowed.

Units shall have drain pan with drain pipe connection.

Refrigerant for freezer systems shall be R448-A.

The basic components shall be supplied in remote configuration and shall include condensing unit, evaporator coil, control kit (pressure control, thermostat, liquid line drier, sight glass, suction line vibration eliminator, expansion valve and evaporator

coil mounting kit), fan delay control and liquid line solenoid. All parts shall be factory mounted.

All connection requirements including tubing, electrical hook-up, drain line and refrigerant charge shall be supplied by qualified refrigeration, electrical and plumbing contractors. Dealer is responsible for connecting to electrical disconnects.

A low ambient kit and weatherproof housing shall be supplied with condensing unit. The low ambient kit shall consist of a crankcase heater and headmaster valve.

DRAIN LINES: All evaporator coils shall be provided with proper sized **copper** drain lines, supplied and field installed by dealer. Drains shall include a "P" trap outside of walk-in. All plumbing to be in accordance with applicable codes. Dealer must insulate all drain lines inside of the freezer. Electric heat tape must be installed in the pipe insulation inside the freezer.

Contractor shall be responsible for providing units completely installed and operational. Freezer to operate at -10 degrees F.

NSF CONSTRUCTION: The walk-ins provided in the above specifications shall be constructed in accordance with National Sanitation Foundation, Standard No. 7. The NSF approval seal shall be affixed to the serial plate of the walk-in.

QUALITY INSPECTION REQUIREMENTS:

Walk-ins shall be set up at the manufacturer's facility prior to shipment and a quality control inspection performed on the product. A digital photograph of the walk-ins set up at the manufacturer's facility shall be provided for the Food Equipment Contractor's permanent records.

INSTALLATION, OPERATION AND MAINTENANCE INSTRUCTIONS:

The walk-ins shall be supplied with a complete set of installation, operational and maintenance instructions to cover erection of the walk-in, installation operating procedures and routine maintenance schedule.

WARRANTY

One year for replacement parts and labor on all hardware, accessories, and electrical components. Ten year warranty on the foamed-in-place panels including the wall, floor, ceiling, and door. Five year repair or replacement warranty on the compressor motor. **Dealer warrants all installation-related workmanship for one year.**

INSTALLATION REQUIREMENTS

The owner must be prepare the concrete floor/pad such that the new freezer floor can be installed. The freezer floor must be leveled.

Install new freezer box and floor, refrigeration units, and evaporator drain lines. Owner is responsible for running power from electrical panel to owner supplied electrical disconnects and final electrical connections.

Owner is responsible for control wiring between the condensing unit and the evaporators and inter-wiring lights to the switch.

The dealer must place the condensing unit in the area designated by the owner. A concrete pad for the condensing unit must be supplied by the owner. **All measurements must be field verified prior to construction by dealer.**

Owner is responsible for sealing all wall/ceiling penetrations made.

Owner is responsible for all wiring and connections of lights, door frame heater, and PR vent heater.

Owner is responsible for sealing all electrical conduits.

Dealer is responsible for start-up and checking all pressures and pull down of unit to 38 degrees F and -10 degree F operating temperatures per ThermoKool installation instructions.

Dealer is responsible for uncrating and removal of all debris from the school premise.

PROPOSED VARIANCES TO BID SPECIFICATIONS:

Bidders must obtain prior approval if not bidding specified items.

Refrigeration sizing cannot be altered.

Any and all proposed variances in construction, design, performance and accessories from the item specified must be submitted in writing to the owner in addition to detailed manufacturers specifications seven (7) days prior to bid opening.

**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.) Bids must be signed and sealed with bidder' s name and address on the outside of the envelope, and the time and date of the bid opening and the bid file number shown in the lower-left corner of the packages; envelopes, express mailing labels, boxes, etc.
- 4.) In order for your bid to be considered, it must be received and time stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.

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

The University of Southern Mississippi
Procurement Services
Bond Hall, Room 214
Hattiesburg, Mississippi

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

The University of Southern Mississippi
Procurement Services
118 College Drive #5003
Hattiesburg, MS 39406-0001

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
Receiving Department
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.

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