**REQUEST FOR BIDS COVERSHEET**

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

Procurement and Contract Services

118 College Drive #5003, Hattiesburg, Mississippi 39406-0001

Date: February 20, 2019

Bid No. 19-25

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

March 12, 2019

Buyer: Deidre Edwards

NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL NET PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FLOORING MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Bids 19-25
Flooring Materials

The University of Southern Mississippi Office of Housing and Residence Life is requesting bids for flooring materials for the Hattiesburg Campus. Bids will be opened on March 12, 2019 at 2:00 PM CST at the Procurement and Contract Services Conference Room in Bond Hall.

**Submission Requirements**

**One (1) Signed Original** and **Two (2) Signed Copies** of the bid will be due on **Tuesday, March 12, 2019, at 2:00 PM**. Please make sure that the BID number is clearly visible on the outside of the package.

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

USM reserves the right to reject any and all responses and to waive informalities and minor irregularities in responses received and to accept any portion of a response or all items bid, award on a line by line basis, or make no award at all if deemed in the best interest of the University to do so.

No bid may be withdrawn after the scheduled closing time for a period of sixty (60) days.

Responses received after the stated due date and time will not be opened or considered.

Email and/or faxed bids will not be accepted.
**Payments**
Payments will be made within 45 days (as per Mississippi law §31-7-301 et seq. Miss Code Ann. 1972) from the date of the invoice.

The University may choose to use a VISA® Purchasing Card and E-Payables PAVA process for invoice payments in place of a check to pay for purchases from this solicitation if mutually agreeable.

**Firm Offer**
Each vendor, by submitting a bid response, agrees that the prices submitted for the items below will be firm for at least sixty (60) calendar days after the opening date of the bids.

**Specifications and Pricing**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Delivered Price Per Unit</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>101,000 Square Feet</td>
<td>Snap Together, 6-inch x 48-inch Floating, 3.2 mil, 12 mil Wear Layer, 7-year Commercial Warranty, Color – Ruby Falls</td>
<td></td>
</tr>
<tr>
<td>15,000 Square Feet</td>
<td>Cove Base: 4-inch Height, 1/8-inch Thick, 120 Feet Per Roll, Color - Fawn</td>
<td></td>
</tr>
<tr>
<td>1,500 Feet</td>
<td>Transition: 1 ½ -inch Wide, 12 Foot Sections, Color – Black or Brown</td>
<td></td>
</tr>
</tbody>
</table>

Delivery of flooring must be made on or before May 10, 2019.

**Contact Information**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>FEI No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Phone</td>
</tr>
<tr>
<td>Fax</td>
<td>Email</td>
</tr>
</tbody>
</table>

Respondents agree to be bound by the USM Terms and Conditions, which are incorporated herein, and may be found at [https://www.usm.edu/procurement-contract-services/usm-terms-and-conditions](https://www.usm.edu/procurement-contract-services/usm-terms-and-conditions).

BID must be signed to be considered for award.

Authorized Signature _____________________ Date ___________________

Typed/Printed Name of Signer _____________________