



22 August 2023

**Addendum 1 for BID 24-04 200m Ocean Glider**

This addendum includes the missing terms and conditions as well as the instructions for bid submissions and extends the bid opening date to Tuesday, August 29, 2023, at 2:00 PM.

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Amber Floyd

Buyer, Procurement, and Contract Services

The coversheet for RFP 24-04 seems to be missing from the Bid Packet posted on August 15, 2023.

Below you will find the Terms and Conditions that is required for bid submissions pertaining to RFP 24-04.

NOTE: If you experience any problems with submitting your response through MAGIC, please email the MAGIC 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. \*\***

## 2.1 DELIVERY

- 2.1.1 Vendor should quote the lead time required for delivery of the quoted equipment. Lead time shall not be greater than 18 weeks. Quoted prices should be F.O.B. Destination Freight Allowed. Onsite installation and system check is required.

## 3.0 Points of Contact

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

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

## 4.0 Submission Instructions to Bidders

One (1) signed original, two (2) copies, and one (1) portable virus/malware free electronic version (USB jump drive) of the sealed bid response (if an electronic copy is not included, USM reserves the right to request an electronic copy of the exact bid response prior to review of the bid), subject to the conditions made a part hereof, will be received by **August 29, 2023**, in the USM Procurement and Contract Services office, as indicated in the General Terms, Conditions, and Instructions to Bidders described herein. It is the responsibility of the respondent to ensure that the proposal package arrives in the Procurement and Contract Services Office.

Each bid **must** be submitted in a sealed envelope bearing on the outside the name "Bid # 24-04 200m Ocean Glider" 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: Amber Floyd, Buyer  
118 College Drive, Box 5003  
Hattiesburg, MS 39406  
Bid 24-04

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi  
Attn: Amber Floyd, Buyer  
2609 W. 4th Street  
Hattiesburg, MS 39401  
Bid 24-04

Hand-carried responses should be brought to:

The University of Southern Mississippi  
Attn: Amber Floyd, Buyer  
214 Bond Hall  
Hattiesburg, MS 39406  
Bid 24-04

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

**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](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.

Any bid may be withdrawn prior to scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered.

The University of Southern Mississippi reserves the right to accept or reject any or all bids and to waive any formalities.

The University of Southern Mississippi reserves the right to accept or reject optional line items included in the bid response.

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 23-34 prior to the deadline to submit:

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