



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: July 29, 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. CDT

August 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 21-07</p> <p>SALE OF LIGHT FIXTURES</p> <p>Rfx: 3160003792</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 BIDS (BID) 21-07
SALE OF LIGHT FIXTURES**

ISSUE DATE: July 29, 2020

OPENING DATE: August 18, 2020 at 2:00 PM CDT

ISSUING AGENCY: Procurement and Contract Services
The University of Southern Mississippi
214 Bond Hall
118 College Drive # 5003
Hattiesburg, MS 39406

INTRODUCTION

The University of Southern Mississippi (USM), located in Hattiesburg Mississippi, is requesting sealed bids for the sale of light fixtures.

Description: Light Fixtures described in Exhibit 1 and pictured in Exhibit 2

Warranty: The items are offered **AS IS** with no warranty.

Payment: The successful bidder is expected to make payment either by Cashier's Check or Money Order made payable to **The University of Southern Mississippi** prior to receipt of the items.

Location: The items are located on the campus of The University of Southern Mississippi.

Please contact Donnie Robbins at 601-266-4302 or Donnie.Robbins@usm.edu for more information on the equipment. Items may be viewed at 2609 West 4th Street, Hattiesburg, MS 39401, during the following hours: 7:30 AM – 11:00 AM and 12:30 PM – 3:30 PM CDT, Monday – Friday.

NOTE: The successful bidder must make arrangements to remove and transport the items from their present locations to the buyer's location.

The University of Southern Mississippi reserves the right to reject any or all bids and to waive omissions, errors, or informalities. **The attached form should be used for your bid.**

This is a sealed bid. Bids must be submitted prior to the opening date and time and **MUST** be in a SEALED envelope.

Please label the outside of your bid envelope with the following:

Bid # 21-07 Sale of Light Fixtures
Opens: 08/18/2020 2:00 PM CDT

If you are delivering your bid in person, you should deliver it to:

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

If you are mailing your bid 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 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

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.

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR BIDS (BID) 21-07
SALE OF LIGHT FIXTURES**

**EXHIBIT 1
EQUIPMENT LISTING AND PRICE SHEET**

Quantity	Description	Quantity Wanted	Price
324 Units (18 Pallets with 18 Units Each)	Gardco Lighting GO1 Parking Garage Low Bay Light Fixture, Model: GP1A 150 W RSMH M-102 Clear		
40 (20 Sets of 2)	Day Brite Industrial Lighting, Open High Bay Reflectors, Model: HB-100MH27-A		
TOTAL:			

This is a SEALED BID. Bids must be submitted prior to the opening date and time and MUST be in a SEALED envelope.

All items are offered AS IS with no warranty. This bid may be awarded on a line-by-line basis.

Successful bidders are expected to make payment by either Cashier's Check or Money Order made payable to **The University of Southern Mississippi** prior to receipt of items.

Signature of Authorized Bidder

Date

Printed Name of Authorized Bidder

Address of Bidder

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI
REQUEST FOR BIDS (BID) 21-07
SALE OF LIGHT FIXTURES**

**EXHIBIT 2
ITEM PICTURES**



