



**THIS IS NOT
AN ORDER**

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

Date: December 3, 2021

Name: _____

RFP No. 22-21

Company: _____

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:

Address: _____

2:00 p.m. CT

City/State/Zip: _____

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

January 11, 2022

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.

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.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p>RFx # 3160004742</p> <p>DESCRIPTION</p> <p>RFP 22-21 Thad Cochran Center Lighting Control System Upgrade</p> <p>PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. RFP 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 _____
Return quotation to Procurement Services at above address.

Signature Required _____

Bid # 22-21
University of Southern Mississippi
Thad Cochran Center Lighting Control System Upgrade

1.0 Introduction

The University of Southern Mississippi (USM) is looking to upgrade the lighting control system in the Thad Cochran Center from G7000 to Quantum VUE and replace server with current technology, while using as much infrastructure as possible. All of the wiring and panels can remain with a system upgrade.

NOTE: BID is for lighting control system upgrade while will include installation and all final system connections until, approved and accepted by the University.

2.0 Statement and Scope of Work – Lighting Control System Upgrade

PRODUCTS

- A. Source Limitations: Furnish products produced by a single manufacturer and obtained from a single supplier.
- B. 20+ years designing, manufacturing, and servicing wireless lighting controls. Manufacturers with 10 years or less experience designing, manufacturing, and servicing wireless lighting controls are not acceptable.
- C. Components readily available at local electrical distributors.
- D. Factory Field Service Engineers local to installation for service reliability. Manufacturers without local factory Field Service Engineers are not acceptable.

DIGITAL-NETWORK LIGHTING CONTROL SYSTEM – GENERAL REQUIREMENTS

- A. Unless specifically indicated to be excluded, provide all required equipment, conduit boxes, wiring, connectors, hardware, supports, accessories, software, system programming, etc. as necessary for a couple operating system that provides the control intent indicated.
- B. Proposed system must reuse installed wiring from processor to panels, and keypads.
- C. Proposed system must reuse installed wiring from panels to lighting fixtures.
- D. Proposed system must reuse installed panels.
- E. Proposed system must be capable of providing visual floorplan control.

DIMMING AND SWITCHING EQUIPMENT

- A. Power Failure Recovery: When power is interrupted and subsequently restored, within 3 seconds lights to automatically return to same levels (dimmed setting, full on, or full off) as prior to power interruption.
- B. Control all light sources in smooth and continuous manner. Dimmers with visible steps are not acceptable.

LIGHTING MANAGEMENT SYSTEM

- A. Enables light management software to control and monitor compatible dimming drivers, power panels, power modules, and window treatments.
- B. Supports time dependent conditional programming, allows different sensor and keypad actions at different times of day. Lighting management hubs that do not allow for time dependent conditional programming are not acceptable.
- C. ANSI/IEEE C62.41 listed for protection from ± 6 kV surges. Lighting management hubs not listed to ANSI/IEEE are not acceptable.
- D. Integrates control station devices, power panels, shades, present lighting controls, and external inputs into a single customizable lighting control system with:
 - a. Multiple Failsafe Mechanisms
 - b. Power failure detection via emergency lighting interface.
 - c. Distributed architecture provides fault containment. Single hub failure or loss of power does not compromise lights and shades connected to other lighting management hubs.
- E. Furnished with astronomical time clock.
- F. Maintains a backup of the programming in a non-volatile memory capable of lasting more than ten years without power.

LIGHTING MANAMGENT SYSTEM COMPUTERS

- A. Server: By IT Department (not provided by lighting system manufacturer – Licensed installation of US English 64-bit Microsoft Windows Server 2008 R2, Windows Server 2012 R1, Windows Server 2012 R2, Windows Server 2016, or Windows Server 2019. Software requiring a non-server (desktop) operating system or operating systems without minimum seven years committed vendor support is not acceptable.
 - a. If integrating on shared IT network, IT department to provide server.
 - b. If standalone network, Electrical Contractor to provide server.

LOW VOLTAGE CONTROL STATIONS (KEYPADS)

- A. Provide control stations with configuration as indicated or as required to control the loads as indicated.
- B. Wired Control Stations:
 - a. General Requirements:
 - i. Class 2 (Low Voltage)
 - ii. Control stations can be replaced without reprogramming.
 - 1. Contact Closure Interface: Accepts both momentary and maintained contact closures.
 - iii. Meet IEC 801-2. Tested to withstand 15 kV electrostatic discharge without damage or memory loss. Control stations that do not meet IEC 801-2 or are not tested to withstand 15 kV electrostatic discharge without damage or memory loss are not acceptable.

- b. Multi-Scene Wired Control:
 - i. General Requirements:
 - 1. Allows control of any devices part of the lighting control system.
 - ii. Wired Keypads
 - 1. Design keypads to allow field-changeable replacement kits. Keypads that do not allow field-customization of button color, configuration, and engraving are not acceptable.
 - iii. Wireless (Radio Frequency) Controls:
 - 1. Surface mounting option. Controls without surface mounting option are not acceptable.

LOW VOLTAGE CONTROL INTERFACES

- A. Provide low-voltage control interfaces as indicated or as required to control the loads as indicated.
- B. Sensor Modules:
 - a. Products:
 - i. Sensor module with both wired and wireless inputs
 - ii. Sensor module with wired inputs only
 - iii. Sensor module with wireless input only
 - b. Wireless Modules:
 - i. Provide wireless communication inputs for:
 - 1. Occupancy sensors
 - 2. Daylight sensors
 - 3. Wireless controller
- C. RS232 and Ethernet Interface:
 - a. Provide isolated Ethernet connection to local lighting control devices for audiovisual equipment, touchscreens, etc. Systems that require audiovisual equipment, touchscreens, etc. to connect to network backbone are insecure and not acceptable.
 - b. Choose one of the following:
 - i. Provide ability to communicate via Ethernet or RS232 to audiovisual equipment, touchscreens, etc. Systems without ability to communicate via Ethernet or RS232 to audiovisual equipment, touchscreens, etc. are not acceptable.
 - ii. Provide ability to communicate via Ethernet or RS232 to audiovisual equipment, touchscreens, etc. without connection to server. Systems without ability to communicate via Ethernet or RS232 to audiovisual equipment, touchscreens, etc. or that require connection to server to communicate via Ethernet or RS232 to audiovisual equipment, touchscreens, etc. are not acceptable.

WIRELESS SENSORS

- A. General Requirements:

- a. Operational life of 10 years without the need to replace batteries when installed per manufacturer's instructions.
 - b. RF Range: 30 feet (9 m) between sensor and compatible RF receiving device(s).
 - c. Electromagnetic Interference/Radio Frequency Interference (EMI/RFI) Limits: Comply with FCC requirements of CFR, Title 47, Part 15, for Class B application.
- B. Wireless Occupancy/Vacancy Sensors:
- a. General Requirements:
 - i. Provides a clearly visible method of indication to verify that motion is being detected during testing and that the unit is communicating to compatible RF receiving devices. Sensors without visible method of indication to verify that motion is being detected during testing are not acceptable.
 - ii. Sensing Mechanism: Passive infrared coupled with technology for sensing fine motions; Signal processing technology detects fine-motion passive infrared (PIR) signals without the need to change the sensor's sensitivity threshold.
 - iii. Provide optional, local, readily accessible, user-adjustable controls for timeout, automatic/manual-on, and sensitivity. Sensors requiring software to set timeout, automatic/manual-on, or sensitivity are not acceptable.
 - iv. Sensor lens to illuminate during test mode when motion is detected to allow installer to verify coverage prior to permanent mounting. Sensors without lens that illuminates during test mode when motion is detected are not acceptable.
 - v. Ceiling-Mounted Sensors: Provide recessed mounting bracket compatible with drywall and compressed fiber ceilings to allow sensor to protrude no more than 2/3" below the ceiling plane. Sensors without recessed mounting bracket or sensors that must protrude more than 2/3" below the ceiling plane are not acceptable.
- C. Wireless Daylight Sensors:
- a. Open-loop basis for daylight sensor control scheme.
 - b. Light range 0 to 1600 lx (0 to 150 fc). Sensors with light range less than 0 to 1600 lx (0 to 150 fc) are not acceptable.

CLOSEOUT ACTIVITIES

- A. Training:
 - a. Includes services of manufacturer's authorized Service Representative to perform on-site training of Owner's personnel on operation, adjustment, and maintenance of lighting control system as part of standard system start-up services.
 - i. Include training on software to be provided:
 1. Configuration software used to make system programming and configuration changes.
 2. Control and monitor.
 3. Energy savings display software.
 4. Personal web-based control software.

WARRANTY

- A. Manufacturer Lighting Control System Components, Except Lighting Management System Computer, Ballasts/Drivers and Ballast Modules:
 - a. First Two Years:
 - i. 100 percent replacement parts coverage, 100 percent manufacturer labor coverage to troubleshoot and diagnose a lighting issue.
 - ii. First-available on-site or remote response time.
 - iii. Remote diagnostics for applicable systems.
 - b. Telephone Technical Support: Available 24 hours per day, 7 days per week, excluding manufacturer holidays.
- B. Lighting Management System Computer: One year 100 percent parts coverage, one year 100 percent manufacturer labor coverage.
- C. Ballasts/Drivers and Ballast Modules: Five years 100 percent parts coverage, no manufacturer labor coverage.
- D. All bidding manufacturers/suppliers can provide any extended warranty options on their products, when they submit their bid package, but this information will be evaluated on the best needs of the University and may or may not play a part in the selection process.

INSURANCE REQUIREMENTS

Contractor, upon award, but prior to any work commencing, shall provide the Owner with certificates of insurance coverage as outlined below.

Contractor, as an independent contractor, shall provide proof of Comprehensive General Liability insurance, Workers' Compensation insurance and Commercial Auto Liability insurance. The Contractor shall provide a Certificate of Coverage mailed 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 USM, Steve Ballew, 118 College Dr., #5003, Hattiesburg, MS 39406 ten (10) working days prior to 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, and 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 an additional insured. The additional insured requirement shall be by endorsement form CG 20 37 0413, or an equivalent or broader form, or by blanket additional insured endorsement, and the general liability coverage shall be primary and noncontributory in respect to insurance maintained by USM or IHL. Further, Contractor agrees to waive any rights of subrogation against IHL or USM. The Comprehensive General Liability coverage and the Commercial Auto Liability coverage shall be a minimum amount of Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate through an insurance company with a Best rating of A- or higher and a financial size Class X or higher approved by the Mississippi Department of Insurance. No material change in coverages may occur for USM or IHL without 30 days advanced notice.

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

Comprehensive General Liability:

- General Aggregate - \$3,000,000
- Personal & Adv Injury - \$3,000,000
- Each Occurrence - \$3,000,000
- 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

The \$3,000,000.00 minimum amounts can be lowered at the discretion of the University, but can't be any lower than \$1,000,000.00 per occurrence.

Certificates of insurance, coverage described above shall be furnished by the Contractor prior to the commencement of services under this agreement and such certificates shall provide that the coverages will not be canceled or reduced in amount prior to 30 days after notice of such cancellation has been mailed to the Purchaser. Certificates shall be endorsed to include a waiver of subrogation in favor of the University of Southern Mississippi and that Contractor hereby waives all rights of recourse, including any right to which another may be subrogated, against the University of Southern Mississippi for personal injury, including death, and property damage.

3.0 Points of Contact

For questions of a technical nature, contact:

Mr. 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 Site Visit

Vendors interested in submitting a bid response for the sports lighting system are encouraged to participate in a site visit and walk-thru of the facilities prior to submission to ensure you are familiar with all requirements/constraints. One date and time has been scheduled for the site visit/walk-thru, therefore all vendors interested in this opportunity to participate in this walk-thru must attend at that time and date. No additional site visits/walk-thru will be conducted. The

date and time for the site visit/walk-thru will be Wednesday, December 15, 2021 from 9:30 a.m. to 11:30 a.m. CST. All interested vendors should meet at The Thad Cochran Center a few minutes prior to that time. Following the walk-through, a question and answer session will be held. All relevant questions and answers that potentially could affect all proposers will be distributed as an addendum to the RFP to all vendors who have registered their intent to submit a few days after this date.

5.0 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 made a part hereof, will be received by **2:00 PM CDT on Tuesday, January 11, 2022** 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 "RFP #22-01 Thad Cochran Center Lighting Control System Upgrade," 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
RFP 22-21

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
2609 W. 4th Street
Hattiesburg, MS 39401
RFP 22-21

Hand-carried responses should be brought to:

The University of Southern Mississippi
Attn: Deidre Edwards, Buyer
214 Bond Hall
Hattiesburg, MS 39406
RFP 22-21

Along with the above information, responses that are over Fifty Thousand Dollars (\$50,000.00) will also need to include their Certificate of Responsibility (COR) number on the outside of the envelope. If response does not exceed Fifty Thousand Dollars (\$50,000.00) a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$ 50,000.00) must be enclosed. If the COR on outside of the envelope or such statement is not included, the bid will be invalid and not considered.

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.

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.

Please note that emailed bids will not be accepted.

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 proposals and to waive any formalities.

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 propose using the Intent to Bid link on the USM Bid Calendar under RFP 22-21 prior to the deadline to submit:

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

All bidding contractors must be registered with The Mississippi Secretary of State within their Business

Services Division and must be in “Good Standing” with them at time of bid opening.

In the letting of public contracts in the State of Mississippi, preference shall be given to resident contractors, and a non-resident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the non-resident bidder's state awards contracts to Mississippi contractors bidding under similar circumstances; and resident contractors actually domiciled in Mississippi, be they corporate, individuals, or partnerships, are to be granted preference over non-residents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident. When a non-resident contractor submits a bid for a public project, he shall attach thereto a copy of his resident state's current law pertaining to such state's treatment of non-resident contractors.

6.0 Timeline for Bid

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

RFP Posted	December 3, 2021
Site Visit	December 15, 2021
Prospective Respondents Written Inquiries Deadline	December 17, 2021
Responses to Inquiries Deadline (Estimated)	December 22, 2021
Proposal Submission Deadline – 2:00 p.m. CST	January 11, 2022

**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 Dept. (Bid)
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 Dept. (Bid)
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
Procurement Dept. (Bid)
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/ADA