



**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:** February 16, 2020

**Bid No. 20-24**

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. CT

March 24, 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	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<p><b>RFx # 3160003460</b></p> <p><b>DESCRIPTION</b></p> <p><b>Bid 20-24 Reed Green Coliseum Sports Lighting System and Control Hardware</b></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 # 20-24**  
**University of Southern Mississippi**  
**Reed Green Coliseum Sports Lighting System and Control Hardware**

**1.0 Introduction**

The University of Southern Mississippi (USM) is looking to procure a sports lighting system and control hardware to be used in the Reed Green Coliseum.

NOTE: BID is for sports lighting system only. Installation of the system will be outside of this bid and will be done by a final product certified installer within the State of Mississippi contractor license requirements, Insurance and Bonding guidelines.

**2.0 Statement and Scope of Work – Sports Lighting System**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. Work covered by this section of the specifications shall conform to contract documents, engineering plans as well as state and local codes.
- B. The purpose of these specifications is to define the lighting system performance and design standards for LED Lighting Systems. The manufacturer / contractor shall supply the lighting systems to meet or exceed the standards set forth in these specifications.
- C. APPLICATION: The lighting systems will be for the following venue(s):
  - 1. University of Southern Miss Reed Green Coliseum
- D. PRIMARY GOALS of this lighting project are:
  - 1. Provide an adaptable lighting system: solution will provide the ability to upgrade over time to meet evolving needs of the facility to include dimming, CCT tuning, RGBA color flooding, beam tuning, continuous health monitoring, two-way communication and future feature activation.
  - 2. Maintain light levels: selection of appropriate light levels impact the safety of the players and the enjoyment of spectators. Therefore, specified minimum average illumination must be maintained within 10% of specified light levels for a period of 10 years.
  - 3. Life-cycle cost: In order to reduce operating costs, the preferred lighting system shall be energy efficient and cost effective to operate. Accordingly, efficacy should be a minimum of 115 lumens/watt between 4000K-5600K. In addition, the system shall be able to provide 3000K at lower efficacies.

4. Wired controls and monitoring: Controls capable of on/off/dim and individual light control to reduce energy consumption; remote health monitoring to detect and monitor outages; and LAN connectivity for web access to cloud performance database.
5. House control systems: ability to connect with in house facility controls.

1.2 LIGHTING PERFORMANCE

- A. Illumination levels and design factors: Playing/event surfaces shall be lit to an average target illumination level and uniformity as specified in the chart below. Lighting calculations shall be developed, and field measurements taken on the grid spacing with the minimum number of grid points specified below. Furthermore, illumination levels for basketball must be fully maintained within a color temperate range of 4000-5600K. Appropriate light loss factors shall be applied and submitted for the basis of design. Average illumination level shall be measured in accordance with the IESNA LRP-6-01 (IESNA Sports and Recreational Area Lighting). The RFP response requires that photometric layouts and chart consisting of specified illuminance levels and uniformities be provided to confirm these levels have been accurately projected.

Scene	Specifications	Average	Max/Min Uniformity
Basketball	Court Horizontal Illuminance Levels	130 fc	1.5:1
	Court Main TV Vertical Illuminance Levels	105 fc	1.7:1
	Court End Facing TV Vertical Illuminance	75 fc	2.3:1
	Seating Bowl Horizontal Illuminance Levels	17 fc	30:1
Practice/Non-Sports Events	Floor Level	75 fc	1.52:1
	Seating Bowl	23 fc	13:1

- B. Hours of usage: designs shall be based on the following hours of usage

Area of Lighting	Annual Usage Hours	Warranty Usage Hours
Reed Green Coliseum	Unlimited (8,760 hours/year)	Unlimited (87,600 per 10 years)

- C. Color Temperature: System is capable of color temperature tuning from 3000K-6500K and a CRI greater than 80.
- D. TLCI>70
- E. Full Range Dimming from 1% to 100%, 0% being off.
- F. Maintaining Lumen output between 4000K-5600K.
- G. Maintain specified minimum foot-candle levels for every scene in the above table within range of 4000K and 5600K or at specified color temperature (where noted).
- H. RGBA color capability integral to each fixture with greater than 10% of white light output is preferred. If integral RGBA is not an option, RFP response must indicate if

separate RGBA fixtures are being proposed.

- I. RGBA color effects for floor and lower bowl seating.
- J. Variable beam tuning. This feature is desired, but not required. Bid response must indicate whether this capability is available and included.
- K. Lumens less than 50K. Due to concerns about glare, fixtures that produce more than 50K lumens are not acceptable. If standard Lumen output of proposed fixtures exceeds 50K lumens, photometric design and report must detail corresponding output of the fixtures at the percentage that nets 50K lumens.
- L. Individual light source control with hybrid TIR and reflector technology for glare control.
- M. Fixture level glare control using engineered diffuser technology
- N. Optional fixture visor to reduce glare and spill/cut off requirements.
- O. Photometric Report: a photometric design that shows aiming points of each luminaire shall be provided to demonstrate the capability of achieving the specified performance.

### 1.3 LIFE-CYCLE COSTS

- A. Manufacturer shall submit a 10-year life cycle cost calculation as outlined in the required submittal information.

## PART 2 – PRODUCT

### 2.1 SPORTS LIGHTING SYSTEM DESIGN AND CONSTRUCTION

- A. Luminaire.

The luminaire shall meet the following specifications:

- 1. General:
  - a. UL Certified for wet locations
  - b. Operating temperature range rating between -40°C and +50°C
  - c. 3rd-party NEMA 4X certified based on NEMA 250 standards for external icing, hose-down, and 200-hours salt spray test,
  - d. 2000hr Salt Fog Corrosion testing per ASTM B-117
  - e. 3rd-party tested and certified to ANSI C136.31, 3G vibration requirements.
  - f. IP66 certified tested to IEC 60598-1 standards to meet dust-tight and powerful water jet-proof test
  - g. Fixture should weigh less than 40lbs, including power supply
- 2. Lighting capability:
  - a. Correlated Color Temperature (CCT) Tuning between 3000K-6500K with maintained lumen output between 4000K and 5600K (tolerance of ±200K)
  - b. CCT variance of output varies by no more than 35% from optimal output when CCT is changed between 3000K and 6000K
  - c. Color Rendering Index (CRI) of >80

- d. Television Lighting Consistency Index (TLCI) >70
- e. Red, green, blue and amber LED lighting >10% white light output
- f. L70 lumen depreciation rating, greater than 100,000 hours
- g. Verified to be flicker free at super slow motion speeds with a flicker percentage of <.01% across the full diming range from 0-100%

3. Power supply:

- a. An Integral and thermally isolated power supply is highly preferred. If a remote driver system is proposed, bidder must furnish a lockable enclosure to house all drivers in a single location within the arena to be agreed upon by the arena management at least 1-week in advance of bid response due date. It is vital that any such enclosure remain outside of catwalk walkways and not impede walkway access. A detailed plan with specific floor space required and number of drivers must be provided in advance for thorough consideration and pre-approval.
- b. Each power supply shall control no more than a single fixture to ensure independent control and/or addressability of every fixture.
- c. Wide input range of 120VAC-240VAC or 277VAC-480VAC
- d. Efficiency greater than 93% with full load applied
- e. Power factor greater than 0.90 with full load applied.
- f. Total Harmonic Distortion (THD) less than 20% with full load applied.
- g. Hold up time greater than 8m/sec typ.
- h. Thermal sensors to monitor temperature readings of critical components, and self-protect when conditions exceeded, and report conditions wirelessly to remote site.
- i. Ultra-low standby power of less than 1% standby power consumed with primary output disabled. If this cannot be accomplished, respondent must provide clarification and obtain approval for varying from specification at least 1 week prior to bid response due date, identifying standby power consumption.

4. Optics and lensing:

- a. Luminaire shall consist of a TIR (Total Internal Reflection) and reflector optical system for glare control. The TIR portion shall be UV Stable, optical grade silicone lensing to eliminate lens degradation over time.
- b. Luminaire exit surface shall incorporate engineered diffuser technology to homogenize light and reduce glare perception.
- c. Internal optic control and external visors to minimize glare on the playing surface

5. Construction

- a. Luminaire shall be constructed as a single pressure cavity vessel system
- b. Enclosure shall include a breathable vent for pressure fluctuation reduction and increased seal life

- c. Aluminum shall be chromate conversion coated and then two-stage architectural grade powder- coated for long term resistance to corrosion and UV exposure
- d. Luminaire shall include separate control cards to current balance each LED array individually.

B. Control and Monitoring

The control and monitoring system shall be designed, developed and provided by the sports lighting manufacturer and meet the following specifications:

1. Product Features:

- a. Fixture control capability from multiple locations in venue
- b. Control system remotely through internet access
- c. Individual fixture control
- d. Capable of unlimited customizable dynamic and static scenes
- e. Ability to schedule single or recurring events at fixed times
- f. Onsite commissioning using a Mobile Application
- g. Predictive health monitoring system based on 6 or more sensors internal to each individual fixture
- h. Cloud based control of system
- i. Web user interface controller to be accessed by LAN
- j. Capable of in-field firmware/software upgrades
- k. Ability to remotely commissioning after initial onsite commissioning
- l. Ability to design custom scenes
- g. Remote Health Monitoring and diagnostics: Email alerts capable
- h. Web accessible of cloud-based performance database
- i. User accounts and permission levels

2. Health Monitoring and Reporting

- a. Life time run hours
- b. Life time power consumption
- c. Power supply temp
- d. Peak power supply temp
- e. Average and peak current
- f. Input Voltage
- g. Peak Input Voltage
- h. Average Power
- i. Life time watt-hours
- j. Monitor individual fixture signal strength
- k. Live reporting of CCT beam angle and light output tilt and orientation

B. Custom Mounting Hardware: Manufacturer shall provide brackets, and hardware for

mounting the lighting system to the facility's structural steel.

- C. Safety: All system components shall be UL listed for the appropriate application.

## 2.2 ELECTRICAL

The electrical system shall meet the following specifications:

- A. Electrical Service: 120-240VAC or 277-480VAC
- B. Maximum total voltage drop: Voltage drop to the disconnect switch located shall not exceed three (3) percent of the rated voltage.

## PART 3 – EXECUTION

### 3.1 DELIVERY TIMING

Delivery Timing Equipment On-Site: The equipment shall be on-site 6 to 8 weeks from receipt of approved submittals and receipt of complete order information.

### 3.2 FACILITY QUALITY CONTROL

Illumination Measurements: Upon substantial completion of the project and in the presence of the Contractor, Project Engineer, Owner's Representative, and Manufacturer's Representative, illumination measurements shall be taken and verified. The illumination measurements shall be conducted in accordance with IESNA LRP-6-01 (IESNA Sports and Recreational Area Lighting).

### 3.3 WARRANTY AND GUARANTEE

10-Year Warranty: manufacturer shall supply a signed warranty for 10 years from the date of original shipment. Warranty shall not be limited by any amount of usage hours. Any such limitation will disqualify bidder from consideration.

## PART 4 – DESIGN APPROVAL

### 4.1 PRE-BID SUBMITTAL REQUIREMENTS

- A. Design Approval: The owner / engineer will review pre-bid submittals per section 4.0.B from all the manufacturers to ensure compliance to the specification 10 days prior to bid. If the design meets the design requirements of the specifications, a letter and/or addendum will be issued to the manufacturer indicating approval for the specific design submitted.
- B. Approved Product: Eaton's Ephesus Lumadapt G8 fixture and control system is the

approved product. All substitutions must provide a complete certified submittal package for approval, as follows:

Item	Description
Lighting Design	<p>Lighting design drawing(s) showing:</p> <ul style="list-style-type: none"> <li>a. Venue Name, date, file number, prepared by</li> <li>b. Outline of area(s) being lighted, illuminance levels at grid spacing specified</li> <li>c. Mounting height, number of fixtures, aiming angles, as well as luminaire information including wattage, lumens and optics</li> <li>d. Height of light test meter above field surface.</li> <li>e. Summary table showing both horizontal and vertical foot candle levels, the number and spacing of grid points; average, minimum and maximum illuminance levels in foot candles (fc); uniformity including maximum to minimum ratio, coefficient of variance (CV), uniformity gradient (UG); number of luminaires, total system kilowatts; light loss factor.</li> <li>f. All lighting calculations from manufacturer shall be created using independent lighting software, showing light loss factor and IES files used.</li> <li>g. Manufacturer shall provide IES Reports for all fixtures used.</li> </ul>
Photometric Report	A photometric report that shows aiming points to demonstrate the capability of the system to achieve the specified performance.
Photometric Files	IES files for each NEMA configuration specified in the sports lighting design.
Control & Monitoring System	Written definition, control riser and schematics for wireless DMX control system.
<i>Standard Catalog</i> 'Cut' Sheets	Luminaire specification or 'cut' sheets.
Qualifications & Experience	Provide a list of 10 similar projects installed with LED sports lighting. Include project name, location, installation date and reference contact.

### 3.0 Statement and Scope of Work – Control Hardware



## A. GENERAL

1. The Unison Mosaic Show Controller 1 (MSC1) shall be a microprocessor-based system specifically designed for control of lighting and other related systems in an architectural or entertainment application. A personal computer running emulation software shall not be acceptable.
2. The Controller shall be provided with a 5 year manufacturer warranty.

## B. MECHANICAL

1. Enclosure and mounting shall comply with DIN43880 and EN60715 (35/7.5) respectively
2. The controller shall be an 8 unit DIN enclosure (143.5mm x 90.0mm x 58.0mm)
3. The Controller shall have a recessed switch for resetting the unit without removal of power.
4. There shall be visual indicators on the Controller showing status of the controller and its interfaces.
5. The controller shall be entirely solid-state with no moving parts, fans or hard disc drives
6. The controller shall operate in a temperature range from 0°C to 50°C (32°F to 122°F)

## C. ELECTRICAL

1. The Controller shall be designed to support the following wire terminations (Camden Electronics CTB9208 5.08mm plug-in rising clamp terminals):
2. The Controller shall support a multi-mode full-duplex RS232/half-duplex RS485 Serial Port
  - a. RS232/RS485 serial input/output
  - b. 3-pin rising clamp terminal Camden connector
  - c. The Controller shall be capable of receiving DMX512 for triggering using the serial port.
3. The Controller shall support eight local inputs capable of digital, analog or contact closure operating mode
  - a. 16-pin rising clamp terminal Camden connector
  - b. Isolated digital/ analog inputs
  - c. 8 tri-mode inputs: active high, active low or contact closure
4. The controller shall support a MIDI input and a MIDI output interface for use in triggers and for MIDI time code
  - a. 5-pin DIN socket for MIDI In
  - b. 5-pin DIN socket for MIDI Out
  - c. 3-pin 9V to 48V DC Power

5. In addition there shall be the following standard connectors:
  - a. RJ45 socket for 10/100Base-TX Ethernet
  - b. USB-B Socket for USB 1.1
6. The Controller shall be able to receive power over Ethernet as an alternative to direct DC power (IEEE 802.3af PoE powered device).
7. The Controller shall be ETL/ cETL listed and CE compliant

#### D. FUNCTIONAL

1. The Controller shall store show data in non-volatile solid-state memory. This memory shall be removable for purposes of backup or disaster-recovery.
2. Show data may be downloaded from a remote personal computer over an Ethernet or USB connection.
3. The Operating Software of the Controller shall be stored in a dedicated non-removable non-volatile solid-state memory. It shall be possible to update the Operating Software by download from a remote personal computer over an Ethernet or USB connection.
4. The Controller shall commence show playback automatically on receiving power without additional external inputs.
5. The Controller shall have an internal real-time clock that continues to operate when external power is absent. It shall be capable of adjusting for Daylight Saving Time automatically and can be updated over the Internet using the Network Time Protocol (NTP).
6. The Controller shall be able to calculate sunrise and sunset times based on longitude and latitude information, and use these as triggers for events.
7. The Controller shall have a capacity of 512 channels of DMX512 with RDM or network DMX protocols including streaming ACN (ANSI E 1.31), ETCNet2, Philips KiNet, Pathway XDMX and Art-Net II protocols with one protocol active per 512 channels, in lieu of DMX512 output.
8. The Controller shall operate a web server on its Ethernet interface. This shall allow status information, control and configuration options to be accessed remotely.
9. The appearance and content of the web interface may be customized by the user.
10. The Controller shall allow lighting to be programmed as separate zones, with independent triggering and manual intensity control.
11. The Controller shall support multiple timelines, crossfades and effects running concurrently.
12. The Controller shall support playback of video media with individual pixels mapped to lighting fixtures in an array.
13. The Controller shall support multiple remote modules connected via Ethernet for support of additional show control interfaces, such as contact closures, analog inputs, relay outputs, serial audio input, linear time code, MIDI and DALI.

14. The Controller shall support multiple remote button stations connected via Ethernet for use as triggers and user feedback
15. The Controller shall support multiple streams of linear timecode and audio data within a single networked system.
16. The Controller shall have an internal security feature that will restart the unit in the event of program failure.
17. Multiple Controllers shall automatically synchronize and share triggers when programmed as part of a single show and linked via Ethernet during playback.
18. The Controller shall support conditional logic and execute user-defined Lua scripts to support advanced show control operations.
19. The Controller shall be supported by programming software running on either a PC or Mac platform. Programming features shall include:
  - a. Comprehensive architectural and automated fixture library
  - b. Drag and drop placement of fixtures on plan
  - c. Drag and drop patching of fixtures to output addresses
  - d. Import of any media for mapping to fixture arrays
  - e. Timeline-based programming and playback
  - f. Extensive range of editable effect presets
  - g. Drag and drop placement of effect presets and media on timeline
  - h. Variety of triggering options for firing system-wide events
  - i. Each trigger event may be configured to initiate one or more lighting or show control action
  - j. Each trigger event may be configured to test one or more conditions before executing its actions
  - k. Simulation of individual timelines, and entire project with triggers
  - l. Live output from software for programming verification purposes
  - m. Controller and network management tools
  - n. Export TSV reports for all aspects of programming
  - o. Tools for remote management of content and show programming

#### E. PROTECTION AND PATENTS

1. The Mosaic Controller is protected under license by the following patents:
  - a. U.S. Patents: 6,016,038; 6,150,774; 6,166,496; 6,211,626; 6,292,901; 6,340,868; 6,459,919; 6,528,954; 6,548,967; 6,577,080; 6,608,453; 6,624,597; 6,636,003; 6,717,376; 6,720,745; 6,774,584; 6,777,891; 6,781,329; 6,788,011; 6,801,003; 6,806,659; 6,869,204; 6,883,929; 6,888,322; 6,897,624; 6,936,978; 6,965,205; 6,967,448; 6,969,954; 6,975,079; 7,014,336; 7,031,920; 7,038,398; 7,038,399; 7,042,172; 7,064,498; 7,113,541; 7,132,635; 7,132,785; 7,132,804; 7,135,824; 7,139,617; 7,288,190; 7,231,060
  - b. Canadian Patent: CA 2,302,227
  - c. Hong Kong Patent: HK 1025416
  - d. Australian Patent: AU 757000; AU 2003203584

- e. European Patents: EP 1 016 062 B1; EP 1 224 845 B1; EP 1 234 140 B1; DE 698 07 092 C0; DE 600 21 911 C0; DE 600 23 730 C0

#### 4.0 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](mailto: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](mailto:bids@usm.edu)

#### 6.0 Site Visit

Vendors interested in submitting a bid response for the sports lighting system and control hardware 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 Thursday, March 5, 2020 at 10:00 AM CST. All interested vendors should meet at the Reed Green Coliseum 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 BID 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, March 24, 2020** 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 #20-24 Reed Green Coliseum Sports Lighting System and Control Hardware," 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: Steve Ballew, Director of Procurement  
118 College Drive, Box 5003  
Hattiesburg, MS 39406  
Bid 20-08

For FedEx, UPS, or other express couriers:

The University of Southern Mississippi  
Attn: Steve Ballew, Director of Procurement  
2609 W. 4th Street  
Hattiesburg, MS 39401  
Bid 20-08

Hand-carried responses should be brought to:

The University of Southern Mississippi  
Attn: Steve Ballew, Director of Procurement  
214 Bond Hall  
Hattiesburg, MS 39406

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 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 Bid 20-24 prior to the deadline to submit:

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

## 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	February 16, 2020
Site Visit	March 5, 2020
Prospective Respondents Written Inquiries Deadline	March 10, 2020
Responses to Inquiries Deadline (Estimated)	March 17, 2020
Proposal Submission Deadline – 2:00 p.m. CDT	March 24, 2020

**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 4<sup>th</sup> 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.) 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.
- 29.) 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](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**