

## Advertisement for Bids

### NOTICE OF REQUEST FOR PROPOSALS (RFP):

#### **Mail Management Services**

The Board of Supervisors of Harrison County, Mississippi, will receive Sealed or Electronic Proposals at the Board Conference Room in the First Judicial District Courthouse located at 1801 23rd Avenue, Gulfport, Mississippi, until the hour of 11:00 A.M., on Thursday, April 25, 2024, to provide RFP for "Mail Management Services."

Proposal Specifications Packets can be viewed or downloaded at [www.harrisoncountybids.com](http://www.harrisoncountybids.com). For any questions relating to document downloads or orders, registration or electronic bidding process, please call Plan House at 228-248-0181.

**All "Sealed Proposals"** must be on file with the Clerk of the Board prior to the opening time as stated above. All proposals must be sealed and clearly marked on the outside of the envelope as indicated "Mail Management Services to be Opened on April 25, 2024". Sealed Proposals not so marked are submitted at the risk of the prospective Vendor/Contractor and the County assumes no responsibility for the premature opening of same by any County employee.

**All "Electronic Proposals"** must be submitted online at [www.harrisoncountybids.com](http://www.harrisoncountybids.com) prior to the opening date and time as stated above. For any questions relating to document downloads, and/or registration for electronic bidding process, please call Plan House at 228- 248-0181.

Proposals sent through the U.S. Mail are done so at the risk of the Prospective Vendor/Contractor and should be addressed to the Harrison County Board of Supervisors, in care of the Chancery Clerk's Office, Post Office Drawer CC Gulfport, Mississippi 39502. The County is NOT responsible for proposals that arrive in the mail after the designated opening time. Proposals may be delivered in person to the Harrison County Chancery Clerk's Office in the First Judicial District Courthouse located at 1801 23rd Ave, Gulfport, Mississippi until 5:00 p.m. on Wednesday, April 24, 2024, or the Board of Supervisor's Conference Room at the First Judicial District Courthouse in Gulfport, Mississippi on Thursday, April 25, 2024, prior to the opening time as listed above.

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of proposals at the advertised date and time, all proposals received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the proposal opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Proposals shall be received by the agency until the new date and time of the proposal opening as set forth herein. The agency shall not be held responsible for the receipt of any proposals for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its proposals by the agency prior to the new date and time of the proposal opening.

The Board of Supervisors expressly reserves the right to accept or reject any or all proposals or any part of any or all proposals based on a lowest and best proposal determination. If the proposal documents request separate proposals on phases or items of a project, the Board of Supervisors reserves the right to accept or reject any or all proposals or any part of any or all proposals based on a lowest and best proposal determination on each phase or item for which a separate proposal is requested. The Board of Supervisors reserves the right to waive informalities. The Harrison County Board of Supervisors will neither pay for any information herein requested nor be responsible for any costs incurred by the proposer. All proposals shall become the property of Harrison County Board of Supervisors upon submission.

The Harrison County Board of Supervisors reserves the right to negotiate final price subsequent to the submission of proposals from the selected qualified proposers.

Proposals may be held by the Board of Supervisors for a period not to exceed one hundred twenty (120) days from the date of submittal for the purpose of reviewing the proposals and investigating the qualifications of proposal submitters, prior to awarding of the Contract.

By Order of the Harrison County Board of Supervisors adopted on the 1st day of April 2024.

Publication Dates:

Friday, April 5, 2024

Friday, April 12, 2024