



March 07, 2024

NOTICE TO DEALERS IN TRUCKS (OVER ONE TON CAPACITY):

Sealed, signed bids are invited and will be received by the City of Jackson, Mississippi, until 3:00 P.M. in the Purchasing Division and until 3:30 P.M. in the City Clerk's Office, the bid must be stamped in by 3:30 P.M. Tuesday, April 02, 2024, at which time said bids will be publicly opened at the City Hall for the following:

Bid No. 07208-040224 Trash Truck with Knuckle Boom

See attached Specifications/Descriptions

For additional information regarding specifications, contact: Lakesha Weathers, Solid Waste Division, Department of Public Works, (601) 960-2333 or 2334.

The City of Jackson is committed to the principle of non-discrimination in Public Purchasing. It is the policy of the City of Jackson to promote full and equal business opportunities for all persons doing business with the City. As a pre-condition to selection, each contractor, bidder or offer shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application, with each bid submission, in accordance with the provisions set forth by authority of the City of Jackson's EBO Ordinance. Failure to comply with the City's EBO Ordinance shall disqualify a contractor, bidder or offer, from being awarded an eligible contract. For more information on the City EBO Program, please contact the Office of Economic Development at 960-1638. Copies of the EBO Ordinance, EBO Plan Application and a copy of the EBO Program are available with the Office of Economic Development at 218 South President Street, Second Floor, Jackson, Mississippi.

Bid Package with specifications may be secured from The Purchasing Division; Warren Hood Building, 200 S. President St., Room 604, Jackson, MS 39201, (601) 960-1025.

GENERAL BID CONDITIONS:

**ALL VENDORS ARE URGED TO READ AND UNDERSTAND
THESE CONDITIONS PRIOR TO SUBMITTING A BID.**

1. **Three (3) copies are required** of your proposal form and any information you submit with your bid (research data sheets, booklets, pamphlets, etc.) **One (1) original and two (2) copies are required** of all information being submitted **or your bid will be considered non-responsive.**
2. The instruction and specification sections, (or pages), are yours' to keep, and should not be returned with your Bid Forms unless, there is information to be filled in regarding the warrantee or a detail check off list regarding equipment.

3. **Proposal Forms must be legibly handwritten or typed, if not, they will be considered non-responsive. Errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the representative submitting the bid.**
4. In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered or amended after the specified time for bid opening.
5. Do not submit prices for more than one product, or the same product per item. Alternate bids not acceptable; unless submitted in a separate sealed envelope. Alternate bids may be submitted but not necessarily acceptable by the City. The City reserves the right to determine whether an alternative being offered is equivalent to and meets the standard or the specifications. All bids submitted must be on the bid proposal forms furnished by the City or copies thereof otherwise it will not be considered.
6. **Any bid received with limiting or conditional requirements will automatically be deemed non-responsive.**
Examples:
 1. All or none
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
7. **Manufacturer name and model must be stated for each item. Any item without this information will not be considered.**
8. **The entire pricing section and any required documents, must be returned even if you are bidding on only one section. (Example: Bids having more than one bid pricing section or page.)**
9. Facsimile transmissions will not be accepted.
10. Bid openings will be conducted and open to the public. However, they will serve only for the opening, and reading of the bid price.
11. **Please submit your signed bid in a sealed envelope addressed to: Purchasing Division Manger, P. O. Box 17, Jackson, MS 39205 or deliver to the Warren Hood Building, 200 South President Street, Room 604, Jackson, MS 39201 until 3:00 P.M. afterward they may be delivered to The City Clerk's Office located in City Hall.**
- *12. **Note the following on the outside of your routing envelope: Bid No. 07208-040224; to be opened April 02, 2024.**
13. All one-time bid awards must be valid for a minimum of 60 days from bid opening date. All term bids must be valid for the duration of the terms defined in the proposal for each particular bid. Vendors may not withdraw a bid prior to the end of 60 days, or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.
14. **SALES TAX AND FEDERAL EXCISE TAX AREA NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMES NO TAX LIABILITY.**

15. **Bidding by City employees is prohibited. It is hereby declared unlawful for any city official to bid on, or sell, or offer for sale, any merchandise services, equipment or material, or similar commodity to the City of Jackson during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson. (§ 25-4-105) (Miss Code 1972 as amended)**
16. If you are **submitting a no bid**, return only the Proposal Form with your name, address and a notation stating no bid stamped or written on it.
17. **The City of Jackson reserves the right to waive any general condition, special conditions or minor specification deviation when considered to be in the best interest of the City of Jackson, so long as such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors.**

The City reserves the right to reject any and all bids. The City also reserves the right to waive any and all informalities in respect to any bid submitted. Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to lowest cost per item; or to the lowest total cost for all items; or to accept all or part of any proposal. **Delivery time may be considered when evaluating the bid proposal.** In those cases where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, statements to this affect will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation.

CITY OF JACKSON, MISSISSIPPI



Monica Oliver, Purchasing Manager
Purchasing Division

MO/tn
07208
040224

CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR DELIVERY OR MAILING INSTRUCTIONS:

1. Submit one (1) original and two (2) copies of your Bid Package.
2. MAILING ADDRESS: Purchasing Division Manager
Post Office Box 17,
Jackson, MS 39205
3. DELIVERY ADDRESS: Warren Hood Building
200 South President St., Room 604
Jackson, MS 39201
4. Central Bidding www.centralbidding.com
- *5. Note the following on the outside of your envelope:
"Bid No. 07208-040224; to be opened April 02, 2024"

In accordance with your Notice of March 07, & 14, 2024, I bid as follows:

<u>ITEM</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>TOTAL PRICE</u>
1.	1	Trash Truck with Knuckle Boom, new equipment only, no remanufactured per the attached specifications. Mfg. Name/Model _____	\$ _____

The above shall comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

Do not submit prices for more than one product, or the same product per item. Alternate bids not acceptable; unless submitted in a separate sealed envelope.

This bid must be valid for 60 days after bid opening. If this bid is good for longer than 60 days, then state how long this bid is good for _____.

The above will be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order.

**SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ABOVE PRICE.
THE CITY OF JACKSON ASSUMES NO TAX LIABILITY**

BID SUBMITTED BY:

**Complete Name
of Bidder**

**Mailing
Address**

City _____ **State** _____ **Zip Code** _____

Physical Address, Principal Place of Business (Type or Print)

City _____ **State** _____ **Zip Code** _____

Name of Person Submitting Proposal (Type or Print)

Signature of Person Submitting Proposal

(Required)

Date _____, 2024 **E-Mail Address:** _____

Telephone No.: _____ / _____ **Fax No.:** _____ / _____

****The (EBO) Application form must be completed by all vendors and returned with ALL bids. Vic Sexton, is available at, (601) 960-1055 to assist you with any questions you may have in preparing the EBO Application.**

CITY OF JACKSON, MISSISSIPPI

SPECIFICATIONS FOR KNUCKLEBOOM TRASH LOADER AND DUMP BODY

INTENT:

It is the intent of these specifications to describe a hydraulically operated, telescoping knuckle boom trash loader to be used in the collection of bulky or oversized debris items such as discarded appliances, furniture, vegetative and yard debris, building materials, etc. In this configuration, the loader is intended to be mounted directly behind the cab of the long wheelbase cab chassis, top-mounted controls with a trash dump body. This arrangement provides a complete one man operated turnkey systems.

NOTE: This compliance form must be completed and enclosed with your bid. If meeting or exceeding the specifications, place a check mark under the YES and if exceptions are taken choose NO.

VEHICLE:

COMPLIANCE ANSWER:

1.01	Gross Vehicle Weight of 44,000 lbs., a cab-to-axle dimension of 168 in. and a minimum of 1,500,000 RBM frame rating and 76 in. after frame. Top mount operator controls	YES	NO
1.02	The cab should have be 2 door standard cab, gray interior color, driver's seat air suspension high back, dual occupant front passenger seat, air conditioning including integral heating/defroster, intermittent windshield wipers with washers, dual sun visor, driver and passenger outside fold-back rearview mirrors including convex mirrors, Am/FM radio, dual electric horns and single trumpet air horn, steel front bumper, 2 front tow hooks		

PEDESTAL ASSEMBLY:

2.01	Constructed of high strength steel, providing 2:1 safety factor	YES	NO
2.02	All hydraulic hoses located at the operator position must be enclosed in the pedestal base. Access provided by an easily removed steel cover.		
2.03	Boom Pivot shall be mounted to the pedestal by means of a slewing ring/bearing that has a minimum capacity of 513,000 lbs. static load 186,000 ft.-lbs. moment. Slewing ring shall be 3 ½ thick and have an O.D. of 25 ¾.		
2.04	Boom Pivot shall be constructed with a 9" O.D. safety retaining tube. Boom Pivot Safety Retaining Tube shall be a minimum of 12" long and confine all hoses which pass through the pedestal/boom pivot assembly.		
2.05	Boom rotation of 270 degrees minimum with mechanical stops for safety. Stops must be welded into machined recesses to ensure non-movement. Pedestal stop must have a minimum of three (3) square inches and have a nylon contact with pivot stops and a minimum width of five (5) inches.		

BOOM CONSTRUCTION:

COMPLIANCE ANSWER

3.01	Main boom must be comprised of two ea. 6in x 8in x 3/8 in thick high tensile steel tubes connected to each other only at their center line to <u>allow a shock absorbing flexing action of the boom</u> . Main boom must have a minimum of 1200 psi down pressure on the main boom for compacting loads.	YES	NO
3.02	Tip boom to have extendible/ retractable telescopic section controllable from the operator's platform. Must have mechanical stops to prevent cylinder stress. The inner and outer sleeves, of the telescopic section, <u>must</u> be separated by the replaceable cast nylon wear blocks on all sides to prevent meta to meatal wear. Hydraulic hoses for the telescopic section must be enclosed in steel box for protection. <u>No exposed tip extension hoses shall be permitted.</u>		
3.03	The entire boom must be serviceable down to the component level, e.g. every hydraulic hose, fluid tubes, bracket, pin, etc. Having to replace subassemblies in order to repair a component will not be acceptable. Electrical wires must be guarded.		
3.04	All pivot points must have grease zirks piped to one location for easy access for grease servicing.		

LIFTING CAPACITIES:

4.01	Boom radius is measured from the center of the rotation to the center of the bucket. Capacities shown must not exceed 85% of vehicle tipping moment, with machine level outriggers fully extended. Weight of the bucket and/or attachments to boom must be subtracted from lift capacities shown. (Bucket should weigh approximately 100 lbs.)	YES	NO
4.02	Warning light or signal to alert the operator when the boom is overloaded.		

BOOM CONNECTION POINTS:

5.01	Boom connection point must be equipped with replacement bronze or steel bushings ONLY and a 2 in bolt with castellated nut to prevent spreading of the connection pivot point. If connections require pins, it must be equipped with replaceable bushings and heat-treated pins.	YES	NO
5.02	All operating functions shall be hydraulically controlled from the operator station located both on the left and the right hand side of the loader.		
5.03	Two-stage tandem pump allows for multiple function control of the loader.		
5.04	Entire boom must be serviceable down to the component level, e.g. every hydraulic hose, fluid tube, bracket pin, etc.		
5.05	It is unacceptable to have replaceable subassemblies in order to repair a component.		

OPERATOR CONTROLS:

COMPLIANCE ANSWER

6.01	Control platform to be located directly behind cab at the same height as the top of the truck frame to allow operator safe access from the truck cab without ever having to touch the ground.	YES	NO
6.02	A single bank of control valves to be mounted at the mid-point of the loader, with two (2) mechanical joystick controls accessible from the operator platform on either side of the truck. The controls shall not require any lubrication thereby eliminating frequent maintenance.		
6.03	A "grip strut" serrated steel walk platform shall be provided. It must be made of heavy duty steel and mounted in a way to prevent cracking and breakage.		

TRASH GRAPPLE/BUCKET:

7.01	To be special municipal trash bucket actuated by a single double acting cylinder. The bucket shall be capable of continuous rotation with no need for physical stops. Bucket rotation to be accomplished by a continuous rotation bucket motor, with 5,500 in. lbs. torque rating. Bucket must have the capability to be rolled over on the load without damage to any components. This allows a maximum load and keeps boom height within acceptable limits. Hydraulic hose must not be welded or be an integral part of the bucket. Bucket must have a minimum reach of 9ft. below grade to allow pick up of the items over bridges and in ditches.	YES	NO
7.02	The bucket must incorporate a minimum of 5 ribs per side to handle vegetative debris, appliances and furniture.		
7.03	Bucket must be 4 ft. long with an opened width of 5 ft. between the pickup blades. Blades must be high impacted, tempered steel.		
7.04	Must have steel braided hydraulic hoses and must be protected from damage.		

DUMP BODY:

COMPLIANCE ANSWER

8.01	28-30 cubic yards capacity	YES	NO
8.02	18 ft.-20 ft. body length		
8.03	Body shall be mounted with a minimum of 60 inches between the cab and the front of the body.		
8.04	Body floor shall be made of ¼ sheet steel.		
8.05	Body walls to be constructed with 10 gauge sheet steel. We stiffeners to be minimum of 11 gauge formed channels. Stiffeners should be welded to top rail (made of 3"x4"x1/4" rectangle tubing) and to the wall sheet.		
8.06	Body shall have (2) doors of equal width (barn type rear doors) 60 inches high to swing completely around to each side wall with provisions to positively latch open for dumping.		
8.08	Rear door shall incorporate a resting cradle to lock the grapple in place during transport and to assure it is set at a legal height.		
8.08	Door handles shall operate in and up/down manner so it will not swing toward the operator when opened. Door shall open using a single handle, which is		

	secure with a safety chain. The safety chain will secure the door in the open position when dumping.		
8.09	Two-(2) access ladders; one(1) front street side, one(1) Access Ladders near curbside. Fabricate steps from grip strut material. To include access handles or holds at each ladder.		

BODY HOIST:

COMPLIANCE ANSWER

8.10	Hoist system shall be two 5"bore, two stage telescopic hydraulic cylinders rated @ 2500 psi working pressure mounted to provide a 45 degree dump angle. Left and right hoist cylinders must be mounted outboard of the chassis frame.	YES	NO
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BODY SAFETY PROP:

8.08	Two (2) body safety props or guides shall be installed one on each side of the chassis frame rails.	YES	NO
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TRAP SYSTEM

9.01	Include an electronic tarp system with a 3-year warranty.	YES	NO
9.02	Inside cab switch. Motor enclosed.		
9.03	Strong mesh trap.		

POWER SOURCE:

10.01	To be a transmission mounted power take off coupled directly to the hydraulic pump (no drive shafts).	YES	NO
10.02	Hot shift PTO for automatic transmission vehicles, which automatically disengages the PTO when the truck is placed in gear, and reengages when the truck is placed back in neutral (ready for hydraulic operation).		
10.03	Must be equipped with OVERSPEED protection to prevent damage to the engine, hydraulic system and major system components. All electrical connections are to be to chassis manufacturer's specifications.		

HYDRAULIC COMPONENTS:

COMPLIANCE ANSWER

11.01	Reservoir: 45 gallon baffle tank with suction and return filters and cutoff valves for easy servicing. Includes a sight gauge with thermometer and vent filter.	YES	NO
11.02	Cylinders; Double acting with chrome rods and aluminum pistons.		
11.02a	Main Boom – 5 in. x 32 in. x with 2 ½ in. shaft		
11.02b	Tip Boom – 5 in. x 32 in. x with 2 ½ in. shaft		
11.02c	Tip extension: 2 in. x 48 in. with a 1 ¼ in. shaft		
11.02d	Bucket: 4 in. x 12 in. with a 2 in. shaft		
11.03	Control Valves: 20 GPM rating		
11.04	Safety Locking Valves: Counter balance valves to be installed on boom and outrigger cylinders and check valves on outrigger cylinders to prevent leakdown or collapse in case of hydraulic rupture,		
11.05	Pump: Single Commercial Intertech P-20		
11.06	Conductors: Steel tubing and high tensile steel wire braided hoses, 4000 psi, 16,000 psi minimum burst		
11.07	Pressure: Main relief set at 2400 psi maximum		
11.08	Successful bidder must provide printout at the time of delivery showing particle testing of the hydraulic oil done just prior to the unit being shipped in order to illustrate cleanliness of the hydraulic system.		
11.09	Three year hydraulic components warranty		

OUTRIGGERS STABILIZERS:

12.01	Prefer “A” frame style outriggers.	YES	NO
12.02	Outriggers shall be constructed with hydraulically powered telescoping rectangular tubing to prevent side loading and bending of cylinder shafts.		
12.03	Outriggers shall be constructed with large steel pads to minimize damage to the street. Outriggers must telescope out and down to reach a horizontal distance of 11 ft. 8 in. between outer edges.		
12.04	Outward stabilizer movement of each stabilizer to be powered by a hydraulic cylinder with a bore of 2 in. and a stroke of 20 in. To prevent metal to metal wear, all four sides, the housing must be separated by the cast nylon bushings on all four sides.		
12.05	Downward movement to be powered by two hydraulic cylinders with a bore of 3 in. and a stroke of 22 in. These cylinders must be fully enclosed for protection.		

ENGINE:

13.01	Diesel engine with minimum 285 HP, 860 lb./ft. torque; heavy duty dual element air cleaner; air restriction indicator; fuel filter and water separator with electric type heater and sight glass.	YES	NO
13.02	5 year engine warranty included which includes injectors		
13.03	Engine must meet EPA emission standards.		

TRANSMISSION:

14.01	6-speed Allison3500RDS-P automatic transmission with overdrive including wide ration, transmission oil cooler in radiator and audible backup alarm activated when transmission is shifted into reverse. PTO electronic activation switch.	YES	NO
14.02	5-year transmission warranty included		

ELECTRICAL:

15.01	With 180 amp alternator; 2000 CCA minimum dual battery system; sealed connectors for 2 ground circuits, with combined left/stop, combined right/stop, stop lamps, back up lamps and 2 additional pass through wires to cab; body builder wiring to end of frame	YES	NO
15.02	All electrical must be protected by circuit breakers. Circuit breakers with color coded wiring harness; wires must be labeled every 6 inches.		

FUEL TANK:

16.01	Minimum 50gallon dual fuel tank.	YES	NO
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SUSPENSION:

17.01	4 spring type, multileaf, 52" axle spacing: 40,000 lb. capacity	YES	NO
17.02	Front axle 14,600 lb. capacity		
17.03	Tandem rear axle, 34,000 lb. capacity		
17.04	Gears must have a highway speed of 70 MOH minimum.		
17.05	Front spring suspension with shock absorbers		

BRAKES:

18.01	Air brakes ABS; full vehicle wheel control system	YES	NO
18.02	Front brakes; air cam S-cam; 15.0" x 4x0"; includes 20 sq. in. MGM stoke brake chambers		
18.03	Rear brakes; air cam 16.5" x 7.0"; includes MGM TR3030 long stoke brake chamber and heavy duty spring actuated parking brake		
18.04	Parking brake valve must be color coded and located on the instrument panel		
18.05	Brake lines must be color coded		
18.06	Dust shields included for front and rear brakes		
18.07	Slake adjusters; front and rear automatic		

WHEELS AND TIRES:

COMPLIANCE ANSWER

19.01	Steel front wheels hub piloted 22.5" x 9.00"	YES	NO
19.02	Steel rear wheels hub piloted 22.5" x 8.25"		
19.03	Front tires: 315/80R 22.5 18 Ply		
19.04	Rear Tires: 11R 22.5 14 Ply		

LIGHTS AND REFLECTORS:

20.01	All lightening to meet DOT standards and shall conform to current state and federal standards.	YES	NO
20.02	Reflective safety tape shall be on both sides and on the rear body. Include LED strobes in corner posts and single strobe on cab, and strobe under body.		
20.03	Strobe lights must have protective covering to prevent damage and must be factory installed.		

PAINT:

21.01	Body exterior shall receive one (1) coat of high grade primer and two (2) coats of high grade standard enamel paint.	YES	NO
21.02	Warranty – 5 years		

TRAINING:

22.01	Training in the maintenance and operation of the contracted item. Operations training will be sufficient to bring personnel to a level of operating proficiency such that routine vendor support is not needed. Maintenance training will be tailored specifically to contracted equipment, and be designed to develop the knowledge and skills required to maintain all item(s) delivered under the contract.	YES	NO
22.02	Training materials sufficient to support continued training.		
22.03	Updated training and training materials when, in the scope of the contract, changes or modifications are made that affect the operation or maintenance of the item(s) contracted for.		
22.04	Instructor qualifications. A description of instructor qualifications, a resume, curriculum vitae, or other description of instructional qualifications must be submitted. The description should document a thorough knowledge of the subject equipment, an understanding of the adult learning process, and demonstrated experience in vocational instruction.		
22.05	An instructor's Guide containing all the information and direction necessary for the instructor to make an effective presentation. It shall include adequate guidelines to conduct a comprehensive training program. Individual lessons within the course will be organized as separate blocks (or modules) which may be taught as a unit.		
22.06	Student Manual should be included with all materials for the student to interact in the learning situation.		

STANDARD EQUIPMENT:

23.01	Includes boom up sensor with indicator light and audible alarm (light in cab with audible alarm to alert the driver of excessive boom height). No exposed wiring on boom.	YES	NO
23.02	Operator's manual, service manual (includes troubleshooting information and disassembly/ assembly) chassis, transmission, differential and engine.		
23.03	Fire extinguisher – D.O.T. approved 5-lb. dry powder fire extinguisher(s) mounted inside cab.		
23.04	First Aid Kit – Install on rear wall behind passenger seat. First Aid Kit – Install on rear wall behind passenger seat		
23.05	One hour training videotape for operators/ mechanics must be included.		
23.06	Power take off and mud flaps		
23.07	Two (2) sets of keys		
23.08	Five year major structural warranty		
23.09	State location of nearest repair center _____ City _____ State		

CITY OF JACKSON, MISSISSIPPI

**Chokwe Antar Lumumba
Mayor**

**EQUAL BUSINESS OPPORTUNITY (EBO)
PLAN APPLICATION**

**Department of Planning and Development
Office of Economic Development**

Revised,

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY ORDINANCE

LEGAL NOTICE

The City of Jackson is committed to the principle of non-discrimination in public contracting. It is the policy of the City of Jackson to promote full and equal business opportunity for all persons doing business with the City. As a pre-condition to selection, every contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity (EBO) Plan Application with the bid submission, in accordance with the provisions of the City of Jackson's Equal Business Opportunity (EBO) Ordinance. Failure to comply with the City's ordinance shall disqualify a contractor, bidder or offeror from being awarded an eligible contract.

For more information on the City of Jackson's Equal Business Opportunity Program, please contact of the Office of Economic Development at 960-1638. Copies of the EBO Ordinance, EBO Plan Application, EBO Program, the MBE/FBE Directory and the MBE/FBE Certification Affidavit are available at 218 South President Street, Second Floor, and Jackson, Mississippi.



(EBO FORM 6-1-00)

EQUAL BUSINESS OPPORTUNITY SPECIAL NOTICE TO BIDDERS

POLICY

The City of Jackson is committed to the principle of non-discrimination in public contracting. Therefore, the City of Jackson requests that prospective vendors and contractors carefully examine their method of selecting subcontractors and suppliers, to ensure that they are not either actively, or passively, discriminating against MBEs and FBEs. As a bidder seeking to do business with the City of Jackson, you are expected to adhere to a policy of non-discrimination, and to make the maximum practicable effort to ensure that historically underutilized firms are given an opportunity to participate in the performance of contracts financed in whole, or in part, with city funds.

DEFINITIONS

For purposes of this policy, the following definitions will apply:

- (1) **“African American Business Enterprise (AABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more African Americans, and certified as such by the Division of Business Development.
- (2) **“Asian American Business Enterprise (ABE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more Asian Americans, and certified as such by the Division of Business Development.
- (3) **“Hispanic Business Enterprise (HBE)”** shall mean a business that is an independent and continuing enterprise for profit performing a commercially useful function and is owned and controlled by one or more Hispanics, as defined in section 127-4 (7), and certified as such by the Division of Business Development.
- (4) **“Minority Business Enterprise (MBE)”** shall mean a business which is an independent and continuing operation for profit, performing a commercially useful function, and is owned and controlled by one or more minority group members, as defined in Sections 1, 2 and 3, which group has been determined to have suffered discrimination requiring amelioration and is certified as such by the City.
- (5) **“Female Business Enterprise (FBE)”** shall mean a business that is an independent and continuing enterprise for profit, performing a commercially useful function and is owned and controlled by one or more females, and certified as such by the Division of Business Development.

OBLIGATION

The Contractor and any Subcontractor shall take all necessary and reasonable steps to ensure that MBEs and FBEs have a maximum opportunity to compete for and participate in the performance of any portion of the work included in this contract and shall not discriminate on the basis of race, color, national origin or sex. If it is determined that there is a significant underutilization of MBEs and FBEs, the Equal Business Opportunity Officer is empowered, pursuant to section 127-8 of the Equal Business Opportunity Ordinance, to conduct an investigation to determine the reasons for the underutilization.

GOALS

The goals for participation by MBEs and FBEs are established by the Equal Business Opportunity Ordinance of the City of Jackson. The Contractor shall exercise all necessary and reasonable steps to ensure that participation meets or exceeds the contract goals. The goals may be attained by subcontracting to, procuring materials from, and renting equipment from MBEs and FBEs. *(See Subcontractor/Supplier Participation guidelines below.)*

The Equal Business Opportunity participation goals are as follows:

PROCUREMENT CATEGORY	Asian (ABE)	African- American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services	0.16	8.67	0.00	0.00	1.96
Construction	0.00	12.41	0.37	0.00	4.89
Goods & Non-Professional Services	0.04	6.78	0.02	0.00	3.03

Those portions of the contract that are proposed for MBEs and FBEs in the response to this bid shall be listed on the attached Equal Business Opportunity Plan Application.

For specific information about the Equal Business Opportunity Plan, please contact the Office of Economic Development at (601) 960-1638.

Contractors may employ AABEs, HBES, ABEs or FBEs to meet the applicable project goals through various methods, as follows:

A. Subcontractor Participation

- (i) Where a prime contractor utilizes one or more subcontractors to satisfy its equal business opportunity commitment, the prime contractor may count toward its EBO Plan only expenditures to MBE (AABE, HBE, or ABE) or FBE contractors that perform a commercially useful function in the work of the contract.
- (ii) An MBE or FBE subcontractor is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. In determining whether an MBE or FBE subcontractor, is performing a commercially useful function, factors, including but not limited to the following, will be considered:
 - (a) the amount of work subcontracted;
 - (b) the type of prime contract;
 - (c) whether the business has the skill and expertise to perform work for which it is being/has been certified;
 - (d) whether the business actually performs, manages and supervises the work for which it is being/has been certified; and
 - (e) whether the business purchases goods and/or services from a non-minority/women*s business enterprise and simply resells goods to the city, city contractor, or other person doing business with the city for the purpose of allowing those goods to be counted towards fulfillment of minority/women*s business enterprise utilization goals.
 - (f) standard industry practices.
- (iii) Consistent with standard industry practices, an MBE or FBE subcontractor may enter into second tier subcontracts. If an MBE or FBE subcontractor subcontracts a significantly greater portion of the work of its subcontract to a non-minority, non-female owned firm than would be expected on the basis of standard industry practices, it shall be presumed that the MBE or FBE subcontractor is not performing a commercially useful function.

B. Suppliers Participation

Where a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, in whole or in part, the MBE or FBE supplier participation may be credited towards the applicable goal as follows:

- (i) 100 percent of the contract amount for MBE or FBE suppliers who manufacture the goods supplied.
- (ii) 100 percent of the contract amount for MBE and FBE suppliers who are wholesalers warehousing the goods supplied or who are manufacturers* representatives, provided that only 25 percent of the applicable MBE or FBE goal may be attained by non-manufacturing supplier contracts to MBEs or FBEs.
- (iii) For those contracts where an extraordinarily large proportion of the contract price is for equipment or supplies, a lower project goal may be set than otherwise would be required, or the 25 percent limit for suppliers may be increased, or a combination of these two methods may be utilized.

C. Joint Ventures and Mentor-Protégé Programs

- (i) The Division of Equal Business Opportunity shall encourage, where economically feasible, establishment of joint ventures and mentor protégé programs to ensure prime contracting opportunities for African American, Hispanic, Asian American, Native American and Female Business Enterprises on all eligible projects over \$10,000.00. Even if the prime itself is a MBE, joint venture between prime contractors and MBEs shall be required on all projects exceeding ten million dollars (\$10,000,000.00).
- (ii) Where a contractor engages in a joint venture to satisfy its Equal Business Opportunity Commitment, the Equal Business Opportunity Officer shall review and approve all contractual agreements regarding:
 - (a) The initial capital investment of each venture partner;
 - (b) The proportional allocation of profits and losses to each venture partner;
 - (c) The sharing of the right to control the ownership and management of the joint venture;
 - (d) Actual participation of the venture partners in the performance of the contract;
 - (e) The method of and responsibility for accounting;
 - (f) The methods by which disputes are resolved; and
 - (g) Other pertinent factors of the joint venture.

On the basis of these factors, the Equal Business Opportunity Officer shall determine the degree of AABE, HBE, ABE, or FBE participation resulting from the joint venture that may be credited towards the applicable EBO goals of the project.

The bidder or offeror shall provide the Equal Business Opportunity Officer access to review all records pertaining to joint venture agreements before and after the award of a contract reasonably necessary to assess compliance with this policy.

The Equal Business Opportunity Program also encourages Mentor-Protégé programs to assist African American, Hispanic, Asian American, and Female business enterprises in financing, bonding, construction management and technical assistance. Mentor-Protégé agreements will be reviewed by the Equal Business Opportunity Officer for final approval of the following terms of each agreement:

- (a) type of technical assistance to be provided by mentor;
- (b) rights and responsibilities of each mentor and protégé contracting activity;
- (c) the specific duration of the agreement;
- (d) the amount of participation by the protégé that may be credited toward the applicable EBO goal.

EQUAL BUSINESS OPPORTUNITY PLAN

In accordance with Section 127-13(1) of the City of Jackson's Equal Opportunity Ordinance, each contractor, bidder or offeror shall submit a completed and signed Equal Business Opportunity Plan with bid submission. Such plan should be titled "Equal Business Opportunity Plan (EBO Plan)" and should include the following:

- A. Names, addresses and contact persons of each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise to be used in the contract.
- B. The type of work or service each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise will perform.
- C. The dollar value of the work or service to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.
- D. Scope of the work to be performed by each African American Business Enterprise, Asian Business Enterprise, Hispanic Business Enterprise, and Female Business Enterprise.

Waiver

If the EBO Plan does not meet the project goals, the bidder or offeror must seek a partial or total waiver of the project goals. The application for waiver of all or part of the project goals must include full documentary evidence of the bidder's or offeror's good faith efforts (*see EBO Plan Application*) to meet the project goals and why the request for waiver should be granted. The application shall be in writing and submitted as a part of the bid or offer. It should include a narrative, affidavits and/or exhibits which verify the actions taken by the bidder or offeror to meet the goals.

Replacement

If a MBE/FBE Subcontractor cannot perform satisfactorily, the Contractor shall take all necessary reasonable steps to replace the Subcontractor with another MBE/FBE Contractor. All MBE/FBE replacements must be approved by the EBO Review Committee and the Department.

To demonstrate necessary reasonable efforts to replace any Subcontractor that is unable to perform successfully, the Contractor must document steps taken to subcontract with another MBE/FBE Contractor.

CITY OF JACKSON, MISSISSIPPI
EQUAL BUSINESS OPPORTUNITY PLAN
APPLICATION

I. Company Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Telephone: (_____) _____
E-mail: _____

II. Bid Name and Number: _____

III. PROPOSED MINORITY AND/OR FEMALE SUBCONTRACTORS: **(SEE ATTACHMENTS)**
If a prime contractor utilizes one or more suppliers to satisfy its EBO commitment, all MBE or FBE supplier participation will be credited in accordance to Section 127-13-1(B) of the EBO Ordinance.

IV. Total Bid Amount: \$ _____

V. WAIVER REQUESTED ... ☐ *(If you fail to meet either or all of the EBO Participation Goals, check this box and follow the directions below to provide the required WAIVER STATEMENT*.)*

*** The bidder/offeror shall provide the following as evidence of its good faith efforts and will be evaluated on the same:**

- (a) Copies of written notification to MBEs and FBEs soliciting their participation as a subcontractor.
- (b) Evidence of efforts made to divide the work into economically feasible units in order to increase the likelihood of meeting the EBO participation goals.
- (c) Evidence of efforts made to negotiate with MBEs and/or FBEs, including, at a minimum:
 - 1. The names, addresses, and telephone numbers of the MBE and FBEs who were contacted.
 - 2. A description of the information provided to MBEs and FBEs regarding the plans and specifications for portions of the work to be performed.
 - 3. A statement of reasons why additional agreements with MBEs and FBEs, if needed to meet the stated goals, were not reached.
 - 4. Evidence of efforts made to assist the MBEs and FBEs contacted who need assistance in obtaining bonding and insurance which the bidder or offeror requires.

5. For each MBE and FBE contacted which the bidder or offeror considered to be not qualified, include a written statement of the reasons for the bidder's or offeror's conclusion.
6. Written quotes solicited from all MBEs and FBEs seeking subcontract work with Prime Contractors at the time of the bidding.
7. A statement with supporting documentation and affidavits indicating whether the offeror has used MBEs and/or FBEs as joint venture partners or subcontractors in past or present private sector contracts in Jackson.

VI. Minority and Female Business Enterprise Actual Participation for this Bid/Offer/Proposal:

(Please list your MBE and FBE Project Participation percentages (%) in the Table below.)*

PROCUREMENT CATEGORY	Asian (ABE)	African- American (AABE)	Hispanic (HBE)	Native American (NABE)	Female (FBE)
A/E & Professional Services					
Construction					
Goods & Non-Professional Services					

VII. CERTIFICATION

I certify, under penalties of perjury, that the information contained in this Equal Business Opportunity Plan Application is true and accurate to the best of my knowledge, and that my company fully intends to utilize all MBEs and FBEs listed if awarded the proposed project and/or service.

Authorized Signature and Title

Date

PRINT "AUTHORIZED" NAME HERE: _____

EQUAL BUSINESS OPPORTUNITY PLAN APPLICATION -- ATTACHMENT

Proposed Minority/Female Business Enterprise Firms

Company

Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)

_____ African-American (AABE)

_____ Asian (ABE)

_____ Hispanic (HBE)

_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company

Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)

_____ African-American (AABE)

_____ Asian (ABE)

_____ Hispanic (HBE)

_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor

_____ Supplier

_____ Joint Venture

_____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

- _____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %

Company Name: _____ Type Trade/Business: _____

Address: _____

City, State, ZIP: _____

Contact Person: _____

Telephone Number: _____

Type Minority Business (MBE/FBE):

_____ Female (FBE)
_____ African-American (AABE)
_____ Asian (ABE)
_____ Hispanic (HBE)
_____ Native American (NABE)

Type Minority Business (MBE/FBE) Involvement:

_____ Subcontractor _____ Supplier
_____ Joint Venture _____ Mentor-Protégé

Type Work or Service to be Performed: _____

Scope of Work to be Performed: _____

Dollar Value of the Work to Be Performed by the Minority Business (MBE and/or FBE): \$ _____

Percentage of MBE and/or FBE Participation: _____ %