

**ADVERTISEMENT FOR BIDS  
NOTICE TO CONTRACTORS**

Notice is hereby given that the Warren County Port Commission on behalf of The Warren County Board of Supervisors will receive sealed bids from qualified bidders for the following project:

**Port Warehouse 3 Rehabilitation, which includes removal and replacement of the existing metal roof and siding, existing sprinkler system, electrical/lighting and various structural and drainage improvements, freeze protection, painting, and other work as indicated in the drawings and contract documents.**

The contract time for the work included in this contract is **One Hundred (100) Calendar days**. The Contract will be subject to liquidated damages of five hundred (\$300) per working day for each day in default after the stipulated completion date. The contract time will begin on the date specified in the written Notice to Proceed.

Sealed bids will be received at the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS 39183 until 2:00 p.m. local time on Wednesday, April 4, 2018 and shortly thereafter publicly opened, read aloud and recorded. Contractors have the option of submitting bids in a sealed envelope or through the County's electronic bid submission portal at [www.bidnowsolutions.com](http://www.bidnowsolutions.com). Registration and a valid email address are required for electronic bid submission. Further instructions are provided in the Contact Documents package.

Bidders must be qualified under Mississippi State law and possess a Certificate of Responsibility issued by the Mississippi State Board of Public Contractors. This project is expected to exceed \$50,000, therefore the Certificate of Responsibility Number shall be written on the outside of the sealed bid envelope. For electronic bids, the COR information may be submitted as an attachment with the electronic bid submittal. All bids shall be in compliance with and subject to the guidelines and requirements of Mississippi Code of 1972 as annotated and amended.

Mississippi has a reciprocal preference law. Mississippi Code 31-3-21 requires that a copy of any non-resident bidder's current state law pertaining to its treatment of non-resident contractors be submitted at the time the bid is submitted, or that bid shall not be considered further. Any preference an out of state bidder would have in his home state shall be applied in a reciprocal manner.

Each bidder must deposit with his bid a Bid Bond or Certified Check in an amount equal to five percent (5%) of the total bid payable to Warren County Port Commission as bid security. Prior to the start of work, the successful bidder shall furnish a Proof of Insurance, along with Performance and Payment Bonds in the amount of 100% of the contract amount awarded. Attorneys-in-fact who sign Bid Bonds or Payment Bonds and Performance Bonds must file with each bond a certified and effective dated copy of their power of attorney. Bidders shall also submit a current financial statement if requested by Warren County Port Commission.

Plans, specifications, and contract documents are on file and open to public inspection at the office of the Warren County Purchasing Department, 913 Jackson Street, Vicksburg MS, along with various Contractor Plan Room Service Providers. Bid documents will contain instructions for bidding by both sealed envelope and electronic means. Bidders are cautioned to read all instructions carefully. One (1) copy of the Plans, Specifications, and Contract Documents may be procured upon payment of \$100.00 (by cash or check made payable to "John E. McKee, Jr., Warren County Engineer) from John E. McKee, Jr., Warren County Engineer, 901 Jackson Street, Vicksburg, Mississippi 39183, 601-638-2642(office phone). The payment is non-refundable.

Bidders may request documents by visiting the website [www.bidnowsolutions.com/warrencounty/](http://www.bidnowsolutions.com/warrencounty/) and clicking on the *Port Warehouse 3 Rehabilitation* tab and completing the online registration form under the *Request Contract Documents* tab. A valid email address is required. The Engineer will respond with instructions on how to obtain plans and specifications.

The Warren County Port Commission reserves the right to determine responsible bidders, responsive bids, the lowest and best bid, reject any and all bids, award to the bidder believed most advantageous to Warren County, and to waive any informalities in the bids or bidding process.

Warren County Port Commission  
on behalf of The Warren County Board of Supervisors  
By: Tonga L. Vinson, Purchasing Agent

Publication Dates:  
February 28, 2018  
March 7, 2018

## INSTRUCTIONS TO BIDDERS

### DATE AND PLACE OF OPENING BIDS:

The date, time, and place for opening bids will be set out in the published "Advertisement for Bids".

The Engineer for this project is John E. McKee, Jr., P.E. The Engineer's address is 901 Jackson Street, Vicksburg, Mississippi 39183.

Warren County Port Commission reserves the right to postpone the date for presentation and opening bids and will give telegraphic notice of any such postponement to each prospective bidder.

### BIDDERS CHECKLIST:

Please insure that ALL of the items listed below are filled out completely and correctly in the completed set of bid documents/specs prior to submission by either sealed envelope or electronic bid:

- \_\_\_\_\_ Complete Bid Documents/specs (**NO STRIPPED BIDS**) sealed in envelope with appropriate markings (ie, Certificate of Responsibility #, Project Name, Bidder's name, address, date, etc.)
- \_\_\_\_\_ Both non-collusion affidavits executed
- \_\_\_\_\_ E-Verify number provided and form signed in bid
- \_\_\_\_\_ Bid tab completed, base and alternate items unit prices inserted, and totals checked
- \_\_\_\_\_ Addendums (if any) acknowledged in the proposal
- \_\_\_\_\_ Proposal completely filled out, signed and dated
- \_\_\_\_\_ Bid bond in 5% of the total bid amount included and signed by resident agent in Mississippi

### FORM FOR PROPOSALS:

The following information applies to all bids. The documents listed below must be included in your bid, whether submitted by envelope or by electronic method. After you have obtained the Contract Documents, you can bid by:

- **BID SUBMISSION BY SEALED ENVELOPE:**

Prior to the deadline for receipt of bids, deliver your sealed envelope, marked as shown, to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS. Our staff will accept your envelope and time and date stamp it and give you a copy of the envelope as your receipt. Envelope must be clearly marked with the **Bidder's name and address on the outside** and the following in the lower left corner.

Sealed Bid for the Port Warehouse 3 Rehabilitation

Bid Opening – April 4, 2018 at 2:00 p.m.

Bid Submitted by: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Enclosed bid signed by: \_\_\_\_\_

Printed Name

Title

Certificate of Responsibility Number: \_\_\_\_\_

### **Inside the envelope**

1. Copy of the Certificate of Responsibility (COR);
2. Complete set of the bid documents/specs (**NO STRIPPED BIDS**) sealed in the envelope with appropriate marking (Construction Drawings/Plans not required in submittal).
3. Copy of Bid Surety/Bid Bond

### **BID SUBMISSION BY ELECTRONIC MEANS (Via Website):**

Prior to the deadline for receipt of bids, Bidders should gather all the documents shown below and scan/compile them into one PDF document. You will use a Browse feature to find it on your computer for upload. The electronic system will **generate a receipt after the upload is complete**. **Be sure the Copy of the COR is the first page.**

1. Copy of the Certificate of Responsibility (COR);
2. Complete set of the bid documents/specs (**NO STRIPPED BIDS**) scanned in pdf format to be submitted electronically in the same order as they were bound. (Construction Drawings/Plans not required in submittal).
3. Copy of Bid Surety/Bid Bond; (Note - Under Electronic Bidding, **if your bid surety is a CHECK, it must be physically received at Warren County Purchasing Department before the bid opening.** Contact us to confirm receipt before submitting an electronic bid;

Visit the website [www.bidnowsolutions.com](http://www.bidnowsolutions.com) and perform the following steps:

- Under the tab REVERSE AUCTIONS AND ELECTRONIC BIDS, select **WARREN COUNTY**;
- Select **PORT WAREHOUSE 3 REHABILITATION**;
- Select **REQUEST FOR CREDENTIALS** – you will receive the User ID and Password by email;
- Return to the site and LOG-IN with the User ID and Password you receive by email;
- Select **SUBMIT ELECTRONIC BID** and complete the required blanks;
- Check mark each form to confirm inclusion in the upload and the “I verify...” statement;
- Use the **BROWSE** button to search your computer for the PDF you previously created;
- Complete the date and signature fields, then select **SUBMIT BID**;

*Please contact Tonga Vinson, Warren County Purchasing Agent via [tonga@co.warren.ms.us](mailto:tonga@co.warren.ms.us) with any questions!*

### **CERTIFICATE OF RESPONSIBILITY:**

Prior to filing bids on projects (in excess of \$50,000), the prospective bidder must obtain a Certificate of Responsibility from the Mississippi State Board of Public Contractors establishing his classification as to the value and the type of construction on which he is authorized to bid. Application must be submitted to the Board at least thirty (30) days prior to a regular Board meeting, scheduled to meet every quarter on the first Tuesday of January, April, July and October.

### **CHARGES FOR PROPOSALS, PLANS AND SPECIFICATIONS:**

Prospective bidders may obtain one copy of the Contract Documents including the proposal forms and one set of prints of the project plans from the Engineer upon payment of the amount of money stipulated in the "Advertisement for Bids". If a contract award is made, the successful bidder will be furnished, free of charge, two additional sets of the Plans and Contract Documents.

### **OMISSIONS AND DISCREPANCIES:**

Should a bidder find discrepancies, errors or omissions in the Plans and Specifications, or should he be in doubt as to the correctness of plan details, dimensions and layout, he should immediately notify the Engineer to permit checking and the issuance of any necessary revisions or modifications.

### **MODIFICATIONS:**

Prior to the date set for the opening of bids, the right is reserved, as the interests of Warren County Port