

# INVITATION FOR BIDSOFFICE OF PROCUREMENT & CONTRACTS

## INSTRUCTIONS FOR BIDDERS

* 1. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.
	2. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
	3. Bidders shall submit their bids either electronically or in a sealed envelope.
		1. Sealed bids should include the bid number on the face of the envelope as well as the bidders’ name and address. Bids should be mailed to: 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.
		2. At this time we only accept non-ITS bids electronically. For electronic submission of bids, go to: <https://www.ms.gov/dfa/contract_bid_search>
		and use the RFX number on the next page as your reference number.
	4. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.

## TERMS AND CONDITIONS

* 1. All bids should be bid “FOB Destination”
	2. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here: <https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf>
	3. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University’s Standard Contract Addendum: <https://www.procurement.msstate.edu/contracts/standardaddendum.pdf>

### Bid Number/RFX Number: ****20-05C/RFX#3160003711****Opening Date: ****July 8, 2020 @2:00 p.m.****Description: ****Longleaf Pine Straw****

#### Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vendor Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days the Offer is Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Item** | **Quantity** | **Description** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- | --- |
| 1 |  | Longleaf Pine Straw per roll |  |  |

Furnish longleaf pine straw as requested by the Facilities Management Department for the period July 1, 2020 through June 30, 2021.

Furnish a minimum of 620 rolled bales of longleaf pine straw per load (more if larger trailer is used) throughout the year. Longleaf pine straw shall be delivered within 5 to 7 days following placement of order.

Each rolled bale shale be “mesh-wrapped” and secured to ensure the transportation and handling of the rolled bale prior to installation.

**Each individual Rolled bale minimum specifications shall be**:

Length – 32 inches

Width – 20 inches

Weight – 30 lbs.

Needle Length – 9 inches

Coverage – minimum of 125 sq. ft. per roll at two inch depth

Pine straw will be fresh, bearing a bright color. Brittle, dry, or faded straw will be rejected.

Pine straw shall be clean, free of weeds, grasses, sticks, and any other debris.

Pine straw shall be delivered to the designated campus drop off point on an enclosed tractor trailer. Trailer(s) shall remain on the university campus until the next load(s) are delivered where upon full trailer(s) picked up.

MSU Campus Landscape reserves the right to reject any load that does not meet specifications.

**Driver of the delivery company must place delivered trailer in the same location as the trailer being picked up each time.  Driver of delivery company must ensure that each door of the trailer can be opened and closed upon placement.  Do not park too close to other trailers.  Driver of delivery company must use pads under footers of the trailer jack that are provided by the customer.  MSU will not assist in hooking up due to non-use of the provided pads or be responsible for damage to any trailer that is placed and parked in the proper or same location.**