

NORTHWEST MS COMMUNITY COLLEGE
BIDDERS INFORMATION PACKET

BID # 23-003-10 Utility Boring Bid
Request for Bids



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

Mary Ayers
Director of Construction and Maintenance

Request for Bids Due: Tuesday, March 7, 2023, 2:00pm

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NOTICE TO BIDDERS

Notice is hereby given that sealed Bids will be received by Northwest Mississippi Community College, Office of Purchasing, 2nd floor McCormick Administration Building, 102 Administration Circle, Senatobia, MS, until 2:00 P.M., Tuesday, March 7, 2023. Bids may be submitted electronically at [www.northwestmsbids .com](http://www.northwestmsbids.com) or may be hand delivered in sealed envelopes. Bids will be publicly opened and read aloud at 2:00 P.M., for:

RFP# 23-003-10 Utility Boring Bid

Bid preparation will be in accordance with the Instructions to Bidders bound in the Specification Documents. Bid documents are available at the Office of Purchasing, 2nd floor McCormick Administration Building, 102 Administration Circle, Senatobia, MS 38668. Electronic Bid documents are also available at [www.northwestmsbids .com](http://www.northwestmsbids.com). All electronic plan holders are required to have a valid email address for registration. Questions regarding website registration and online orders please contact PH Bid ding at (662) 407-0193.

The contract will be awarded to the lowest and/or best Bid from a responsive responsible and qualified Bidder. Should no award be made within forty-five (45) calendar days after opening of proposals, all ids may be rejected and all proposal guaranties returned, unless the lowest responsive responsible qualified Bidder, at the request of the Owner, agrees in writing to a longer delay.

Northwest Mississippi Community College reserves the right to waive any irregularities and to reject any and all Bids if considered not in the best interest of Northwest Mississippi Community College.

Northwest Mississippi Community College

Ruth Dunlap

Purchasing Agent

662-562-3202

Run: February 3 and 10, 2023

Northwest MS Community College
Office of Purchasing - Bid Committee
McCormick Administration Building, 2nd floor
102 Administration Circle
Senatobia, MS 38668

REQUEST FOR PROPOSALS

Bid Name: BID # 23-003-10 Utility Boring Bid

Request for Bids Due: Tuesday, March 7, 2023, 2:00 p.m.

It is agreed by the undersigned Bidder that this signature submission of this Bid represents the Bidder's acceptance and compliance of all terms, conditions, and requirements of all Bid documents contained herein.

Bidders must comply with all instructions contained within this packet. Contact the Office of Purchasing with any questions or concerns. The College does not intend to prevent any vendor from qualifying for participation in the Bid process.

Northwest MS Community College is seeking Bids for the purchase of BID # 23-003-10 Utility Boring Bid for the Department of the Construction and Maintenance t. It is the intent of the College to award to the most responsive and responsible Bidder. The College reserves the right to determine the basis for award based on cost effectiveness, savings, and ability to deliver in a timely manner, specifications and other pertinent factors.

Bidders are required to submit their completed proposal *no later than 2:00 p.m. on Tuesday, March 7, 2023*. This may be submitted in any of the following ways:

- Electronic submission via www.northwestmsbids.com at no charge.
- Or, written packet submitted in duplicate sealed envelope and clearly labeled as PROPOSAL with Bidder's name and address, name of Bid , Bid number and Bid due date.

Hand delivered: Office of Purchasing, 102 Administration Circle, Senatobia, MS
OR Mailed to: Northwest MS Community College
Office of Purchasing
4975 Hwy 51 North
Senatobia, MS 38668

Submission Requirements: All written Request for Bids must include one original set of proposal documents along with one paper copy. Documentation submitted will not be returned.

The Office of Purchasing and the College Bid Committee will review all submissions for compliance to specifications. The College will notify each Bidder regarding their status upon review. The college award to the lowest, responsible, responsive Bidder. Notification will be made to the awarded Bidder no later than Friday, March 10, 2023.

PROJECT CALENDAR
UTILITY BORING BID PROJECT

Bid Publication	Friday February 3, 2023
Bid Publication	Friday, February 10, 2023
Proposals	Tuesday, March 7, 2023
Evaluation of Bids	Wednesday March 8, 2023
Anticipated Recommendation of award to College Bid Committee	Friday, March 10, 2023

PROPOSAL TIMELINE

Commencement of work	No earlier than Tuesday, March 21, 2023
Final completion of installation	No later than Friday, April 21, 2023

GENERAL TERMS AND CONDITIONS

Authorized Signatures: The Bid must be executed personally by the vendor, a duly authorized partner of the partnership, or a duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the Bid to become a valid Bid .

Public Bid Opening: Bids shall be received electronically via www.northwestmsbids.com or in paper copy as outlined in this document. Bids will be read aloud at the time and location outlined in this document.

Late Bids : Bids must be received in the Office of Purchasing before the designated time of Bid opening. Bids received after the submission deadline shall be rejected as non-responsive and returned unopened to the Bidder.

Withdrawal of Bids After Bid Opening: Bidder agrees that its offer may not be withdrawn or cancelled by the vendor for a period of thirty (30) days following the date and time designated for the receipt of Bids unless otherwise stated in the Bid and/or specifications.

Bid Amounts: Bids shall show the price for the specified work. Any ambiguity in the Bid as a result of omission, error, unintelligible wording shall be interpreted in the favor of the college.

Tax Exempt Status: Northwest MS Community College is exempt from sales tax, however, MPC shall be included in the overall Bid. The awarded Bidder must cover all expenses in the stated Bid amount.

Bid Award: Award of contract shall be made to the most responsible, responsive Bidder, whose offer is determined to be the best value, taking into consideration the relative importance of price. Northwest MS Community College reserves the right to accept or reject in part or in whole any Bid submitted, and to waive any technicalities or informalities for the best interest of the college. Northwest MS Community College reserves the right to award based upon prior usage, individual line items, sections or total Bid. The college reserves the right to waive all technical errors in the Bids and to accept or reject any or all Bids. In addition, the Bidder recognizes the right of the college to reject a proposal if the Bidder failed to furnish any required submittals on the date required by the proposal documents, or if any Bid is in any way incomplete or irregular. Written specifications, Bid package documents, and any addenda will be the basis of the Bid award in accordance with Mississippi State Laws. Any significant clarifications will be handled by addenda to all vendors.

Responsible Standing of Bidder: To be considered for award, Bidder must at least, have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery/completion schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

Proprietary Data: Bidder may, by written request, indicate as confidential any portion(s) of a Bid that contain proprietary information, including manufacturing and/or design processes exclusive to the vendor. The college will protect from public disclosure such portions of a Bid , unless directed otherwise by legal authority, including existing Open Records Acts.

Purchase Orders: A purchase order(s) shall be generated by the Northwest MS Community College Office of Purchasing to the successful vendor. The purchase order number must appear on all itemized invoices and packing slips. The college will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the college for which a valid invoice has been received or that are in compliance with purchase laws of the State of Mississippi. No payment will be made until an order is complete.

Invoices: All invoices shall reference the purchase order number. Invoices shall reference the Bid item number or a detailed description for each item invoiced. Payment will be made under terms of the laws of the State of Mississippi.

Contract Definition: The General Conditions of Bidding, Specifications, including any addenda thereto, and any other documents made a part of this Bid shall constitute the complete Bid. This Bid , when duly accepted by the college, shall constitute a contract equally binding between the successful Bidder and Northwest MS Community College.

Change Order: No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the college and in accordance with the laws of the State of Mississippi.

Termination of Default: The college reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be the best interest of the college in the event of breach or default of this contract. The college reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the college to award to another vendor.

Sale, Assignment, or Transfer of Contract: The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the college.

Signature on all Bid documents certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The Bidder has not given, offered to give, nor intends to give at any time here-after any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to any public servant in connection with the submitted offer.
- The Bidder hereby certifies that the individual signing the Bid is an authorized agent for the Bidder and has the authority to bind the Bidder to the contract.

INSTRUCTIONS TO BIDDERS

In 2017 Mississippi passed legislation requiring government Bidding to allow any Bid to be submitted by electronic means. Northwest MS Community College is required to follow these laws. Vendors are welcome to continue to submit "paper" Bids in sealed envelopes, but are encouraged to participate in the electronic process.

ELECTRONIC SUBMITTALS DEFINITION: Secure electronic system for submittal of Bids and proposals. Electronic submission provides a way for Bidders to submit their Bids without the need for printing, mailing or hand delivery of Bid packets to the college. All documents are uploaded to www.northwestmsbids.com and transmitted to the college. The college accepts no responsibility for any expenses incurred by any Bidder in the participation of this process.

Vendors are encouraged to read all information contained in this Bid packet. All Bidders are required to complete and return the provided Bid documents. Failure to comply with instructions contained herein may be cause for the college to reject your proposal. Only the format and documents included with this Bid packet will be accepted as compliant for the submitted proposal. Failure to complete all required attachments may result in disqualification. Each Bidder, by submitting a proposal, represents that he/she has read and understand the Bid documents and specifications.

Site examination is not required, but is strongly recommended. The currently occupied premises at the project site are open for examination by Bidders BY APPOINTMENT ONLY during the following hours: Monday through Friday: 8 a.m. to 4 p.m. Schedule appointment with Owner Representative at 662-562-3738. Check-in is required upon arrival.

Bidders needing clarifications should fax or email questions as soon as possible. All questions must be sent prior to 2:00 p.m. on Thursday, March 2, 2023, unless unavoidable to avoid changing the Bid response date according to MS State Code 31-3. Only questions which change the scope of the Bid documents will be considered for addendum. Addenda will be sent to all Bidders, if or when necessary until two working days prior to the Bid openings. Any addenda necessary within two working days of the Bid opening will require the Bid date to be set back to a date not less than five (5) working days after the date of the last addendum, according to Mississippi Code 31-7-13. All addenda are to be acknowledged with the Bid response.

For that reason, Bidders are encouraged to investigate this Bid and ask questions within the first week of receiving the Bid.

Refer all questions regarding specifications in writing to:

Mary Ayers, Director of Construction and Maintenance

Ph: 662-562-3738

Fax: 662-562-3962

Email: mayers@northwestms.edu

DRAWINGS AND SPECIFICATIONS

Drawings: Please reference attached drawing outlining project limits, boring locations, and estimated distances.

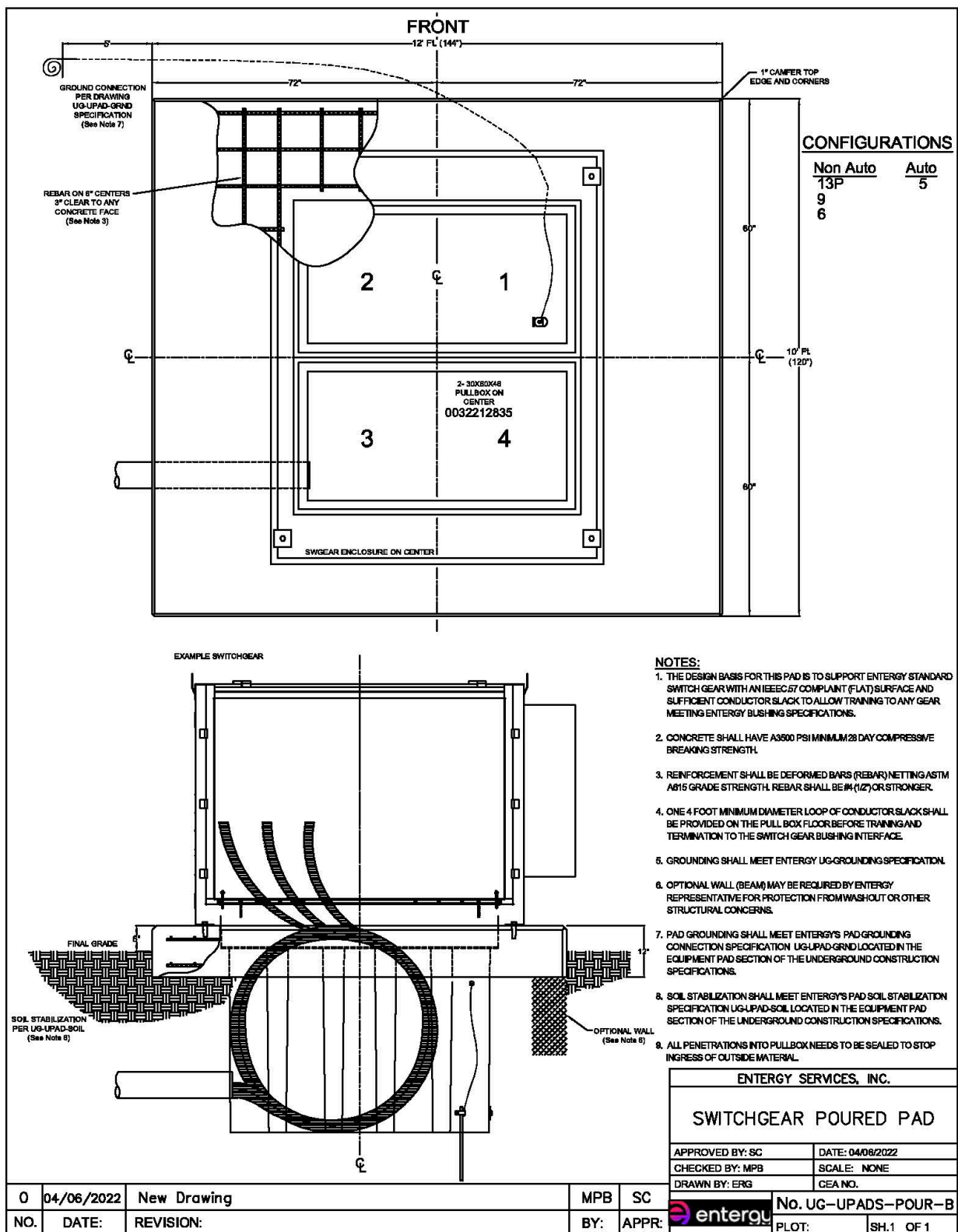
Specifications:

CONTRACTOR'S RESPONSIBILITIES:

- Contractor installs concrete switching cabinet pad per Entergy specifications. Final switching cabinet location must be approved by Entergy Engineering Department. See details included in this package.
- Contractor installs primary conduit system minimum 48" deep.
 - Conduit should be installed from the transformer pad to the riser pole and one section up the riser pole. Entergy will install the remaining conduit sections up the pole with the Contractor or Electrician providing the conduit.
 - All conduit runs require a small gauge copper pull wire.
 - All 90d and 45d elbows must be 36 inch radius, rigid, galvanized steel. The elbows at the switching cabinet pad and the riser pole must be encased in concrete dyed red.
 - Schedule 80 Electrical Grade, Sunlight Resistant PVC conduit or galvanized rigid steel conduit must be installed at the switching cabinet pad and the riser pole.
 - Schedule 40 PVC conduit may be used below ground.
 - Conduit layout must be approved by Entergy Engineering Department prior to installation.
 - No more than three 90 degree turns.
- Contractor must install a ¼" polypropylene pull rope in conduit.
- Conduit ends should be covered to avoid restrictions such as mud, rain, etc.
- A pull box meeting Entergy specifications must be installed for runs in excess of 600', assuming straight runs.

ENTERGY'S RESPONSIBILITIES:

- For primary installations, Entergy will install underground primary wire, pad mount switching cabinet and transformer and make all connections at pole, switching cabinet, and transformer.
- Entergy will inspect switching cabinet pad and conduit installation to switching cabinet and existing transformer pad while the ditch is still open.
- Contact Owner and Entergy for final conduit connections at existing transformer pad on east side of Holder Road. This transformer services an occupied complex. Owner will coordinate system shut down.
- Entergy will furnish first stand-off bracket on pole for conduit installations.



Northwest MS Community College
Office of Purchasing - Bid Committee
McCormick Administration Building, 2nd floor
102 Administration Circle
Senatobia, MS 38668

PROPOSAL FORM

Bid Name: BID # 23-003-10 Utility Boring Bid

Request for Bids Due: Tuesday, March 7, 2023, 2:00 p.m. **COR#** _____

NAME OF BIDDER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

CONTACT PERSON FOR THIS BID : _____

EMAIL: _____ **PHONE:** _____

It is agreed by the undersigned Bidder that this signature submission of this Bid represents the Bidder's acceptance and compliance of all terms, conditions, specifications, and requirements of all Bid documents.

Vendor to initial below to acknowledge all information has been read, understood and all pertinent information is enclosed.

_____ All Bid documents have been read and understood

_____ I understand that upon approval of proposals, the successful Bidder will be required to provide a Certificate of Responsibility, Certificate of Insurance to the College in the minimum amount of \$1,000,000 and Certificate of Workers Compensation Insurance.

Lump Sum Price to meet all conditions described on drawings and specifications.

_____ dollars.

(\$ _____ . _____)

Signature

Printed Name

Date