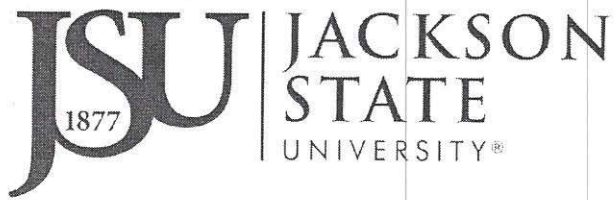




**Information for Bid (IFB)**  
**Fulfillment Services for JSU Moving Services**

**October 13, 2021 2:00pm (CST)**  
**Reference Number# 22-11**



Department of Facilities & Construction Management  
1400 John R. Lynch St. P. O. Box 17460  
Jackson, MS 39217  
601.979.2522 601.979.2526 fax  
jsums.edu



## JACKSON STATE UNIVERSITY CAMPUS OPERATIONS

<b>SOLICITATION:</b>	Invitation to Bid (IFB) # 22-11
<b>SOLICITATION NUMBER:</b>	RFX #3150003873
<b>DESCRIPTION:</b>	Fulfillment Services for JSU Moving Services
<b>ISSUE DATE:</b>	September 15, 2021
<b>BID CLOSING LOCATION:</b>	Office of Purchasing and Travel 1400 J. R. Lynch Street Jackson, MS 39217
<b>BID COORDINATOR:</b>	PAULA NELSON Purchasing and Travel Manager 601-979-0978 paula.d.nelson@jsums.edu
<b>OPENING DATE AND TIME:</b>	October 13, 2021 2:00 PM CST

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## SECTION 1: GENERAL INSTRUCTIONS

### 1.1 Bid Acceptance Period

The original and two (2) copies of the bid form, three (3) copies total, shall be signed and submitted in a sealed envelope or package to the following location:

Office of Purchasing and Travel  
1400 J.R. Lynch Street, Post Office Box 170269  
Administrative Tower 4th Floor  
Jackson, MS 39217

Electronic submissions may be submitted on the Mississippi Department of Finance MAGIC portal at [www.dfa.gov](http://www.dfa.gov) or to [purchasing@jsu.ms.edu](mailto:purchasing@jsu.ms.edu). Please state your company's name, address, submittal deadline, and Bid # (22-11) "JSU Moving Support Services."

Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by Jackson State University (JSU). Each page of the **BID FORM (Attachment B)** and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. JSU reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, JSU may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

Sealed bids will be considered if they are delivered electronically through the MAGIC system and/or through [purchasing@jsu.ms.edu](mailto:purchasing@jsu.ms.edu) by the time and date set for receipt of bids.

#### 1.1.1 Timeline

Invitation for Bid (IFB) Issue Date:	September 15, 2021
	September 22, 2021
Mandatory Pre-Bid Conference	September 24, 2021 9:00 AM CT
Anticipated Posting of Summary of Mandatory Conf.	September 29, 2021 9:00 AM CT
Bid Package Submission Deadline/Opening:	October 13, 2021 2:00 PM CT
Anticipated Notice of Intent to Award:	October 20, 2021 5:00 PM CT
Anticipated Post-Award Debriefing Request Dates:	October 22, 2021 5:00 PM CT
Post-Award Debriefing Held By Date:	October 29, 2021 5:00 PM CT
Protest Deadline Date:	October 29, 2021 5:00 PM CT



**1.1.2 Late Submissions**

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before the award is made and was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of bids. It must be determined by JSU that the late receipt was due solely to mishandling by JSU after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence or receipt used by that office.

**1.2 Expense Incurred in Preparing Bid**

JSU accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

**1.3 Bid Form**

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined non-responsive.

**1.3.1 Bidder Certification**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

**1.4 Registration with Mississippi Secretary of State and with JSU**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

All Contractors, before performing any services for Jackson State University, must be "an approved vendor" and added to JSU's vendor database. To register as a new vendor, please complete the following form and return to the Department of Purchasing and Travel for processing:  
<https://www.jsu.ms.edu/finance/files/2013/03/NEW-VENDOR-REQUEST-FORM-1.pdf>.