

December 26, 2019

NOTICE TO DEALERS IN ARMED SECURITY SERVICES:

DUE DATE & WHERE

Sealed, signed proposals are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office of Jackson, the bid must be stamped in by 3:30 P.M. on Tuesday, February 4, 2020, in the City Clerk's Office at which time said bids will be publicly opened at the City Hall for the following:

Armed Security Guard Service

See attached Specifications/Descriptions

SPECIFICATION QUESTIONS

For additional information regarding specifications, contact: Chiquita Jimmerson, Municipal Court, (601) 960-2062 or (601) 955-1938.

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 offeror 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 offeror, from being awarded a 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 from the Office of Economic Development at 218 South President Street, Second Floor, Jackson, Mississippi.

BID PACKAGE REQUEST

Bid Packet with specifications may be secured from the City of Jackson website at www.jacksonms.gov, or the Purchasing Division located in the Warren Hood Building, 200 South President Street, Room 604, Jackson, MS 39201, and Phone No. (601) 960-1025., Official bid documents can be downloaded from Central bidding at www.centralbidding.com, bids are also available at www.centralbidding or for assist call 225-810-4814.

SUBMITTING OF A PROPOSAL

1. **You are required to send One (1) Original and Two (2) copies of all information being submitted, this includes your Proposal Form, Completed EBO Application and any information you submit with your bid (research data sheets, booklets, pamphlets, etc.) otherwise your bid may be considered non-responsive. Your bottom line bid price must be submitted on the form provided by the City when noted, unless otherwise instructed.**
2. **The complete proposal pricing section must be returned with your bid, and any required/mandatory documents. (Example: Bids having more than one bid section, parts, pages or a check list.)**

3. **The instruction and specification sections should not be returned with your RFP Proposal Forms; they are yours to keep.**
4. **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 person signing the bid.**
5. **The unit price will always govern in determining the extended price or the total price. Therefore, please review your price carefully before submitting your bid. No bid shall be altered or amended after the specified time for bid opening or once delivered.**
6. **Manufacturer name and model must be stated, when required, for each item. Any item without this information may not be considered.**
7. **Do not submit prices for more than one product, or the same product per item. This means only one product, one size, and price per bid for, as specified in the package.**

ALTERNATE BIDS OR QUOTES

8. **Alternate RFP are not acceptable unless submitted in a separate sealed routing envelope and in no way concealed in a delivery 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 proposals submitted must be on the bid proposal forms furnished by the City or copies thereof. Otherwise, it will not be considered.**
9. **Any proposals 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.
 4. No notation or other packaging pricing below the submitted price.
10. **Bid openings will be conducted and open to the public. Note however, that they will serve only for the opening and reading of the bid price and in no way is an award.**

WHERE TO SEND BID/PROPOSALS

11. **Please submit your signed proposal and two copies, in a sealed envelope addressed to: City Clerks Office, City of Jackson, MS, P. O. Box 17, Jackson, MS 39205 or deliver to the City Clerks Office of Jackson, 219 South President Street, Jackson, MS 39201 until 3:30 P.M. March 7, 2006 using the above instructions.**
12. **Only ONE (1) COMPLETE BID SUBMISSION ALLOWED PER DELIVERY ENVELOPE, with the required complete Bid Number and a returnable address on the outside of that delivery envelope. If more than one complete bid proposal is submitted per a delivery envelope, it will not be accepted as an official bid.**
13. **Facsimile transmissions will not be accepted.**
14. **All one-time proposal awards must be valid for at minimum of 60 days from proposal opening date. All term proposals must be valid for the duration of the terms defined in the proposal for each particular proposal. Vendors may not withdraw a proposal prior to the**

end of 60 days, or the stated terms of said proposal. Vendors who do not comply with this requirement shall be considered non-responsive.

EMPLOYEE BIDDING

15. Bidding by City employees is prohibited. It is hereby declared unlawful for any city official to propose, 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.

SUBMITTING A NO BID

16. To submit a no bid, SEND ONE (1) proposal form. Write "no bid" on the form, your company name/address, sign and note on the outside of the envelope the Bid Number and "NO BID". This must be received the same time as if you were submitting a regular bid to be recorded.

CITY OF JACKSON RIGHTS

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 proposals. The City also reserves the right to waive any and all informalities in respect to any proposal submitted. Proposal 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 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 effect will be included on the proposal form. Absence of such statements means the City will make that determination during the proposal tabulation.

DELIVERY & OTHER COST

This order is to be delivered F.O.B., prepaid and allowed, Jackson, Mississippi, within the number of days stated after receipt of our purchase order. "Note all cost must be included in the bid price." No additional cost can be attached to a bid order.

TAXES

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

CITY OF JACKSON, MISSISSIPPI

Destiney Williams, Purchasing Manager
Purchasing Division

DW/js
99046

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 Proposal Package.
2. MAILING ADDRESS: City Clerks Office, City of Jackson
Post Office Box 17,
Jackson, MS 39205
3. DELIVERY ADDRESS: City Clerks Office, City of Jackson
219 South President St.
Jackson, MS 39201
4. CENTRAL BIDDING www.centralbidding.com
- *4. Note the following on the outside of your envelope:
"RFP No. 99046-020420; To be opened February 4, 2020"

In accordance with your Notice of January 9 & January 16, 2020 I bid as follows:

Armed Security Guard Service

COMPANY NAME _____

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PRICE PER HOUR</u>
1.	Armed Security Guard Service on a per hour basis for a 36-month period at various locations and various shifts.	\$ _____

- *Service must be available with a minimum 24-hour notice.
- * Vendor must be registered with the Secretary of State Office to do business in Mississippi.
- * Current client reference list must be included and has been providing Service for them for a minimum of two (2) years.
- * All insurance documents must be included with your RFP.
- * Continuance of services will depend on the availability of funds.

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

This proposal must be valid for 60 days after proposal opening. If this proposal is valid for longer than 60 days, then state how long this proposal is valid 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:
PLEASE TYPE OR PRINT**

**Complete Name
of Bidder**

**Mailing
Address**

City_____ **State**_____ **Zip Code**_____

Physical Address, Principal Place of Business_____

City_____ **State**_____ **Zip Code**_____

Name of Person Submitting Proposal: _____

Signature of Person Submitting Proposal: _____
(Required)

Date_____, 2020 **E-Mail Address:** _____

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

****The (EBO) Application form must be completed by all vendors and returned with ALL proposals. The EBO Staff is available at, (601) 960-1851 to assist you with any questions you may have in preparing the EBO Application.**