

CITY OF BILOXI
REQUEST FOR QUALIFICATIONS

The City of Biloxi will accept sealed proposals from qualified firms for consignment supply services required by the City's Public Works Department. The City of Biloxi intends to outsource the operation and management of its Public Works supply warehouse using a consignment vendor who has relevant experience and capability.

The chosen vendor will initially participate in a joint inventory of existing stock and assume care and custody of those materials while initiating procurement and issue of new vendor procured material. The vendor will be required to maintain a jointly agreed to inventory of repair parts and janitorial supplies. The vendor will issue material to City staff and record against City work orders at point of sale. Vendor will invoice bi-monthly for materials issued. Vendor required to maintain staff on site during normal working hours 40 hours per week. The estimated material usage for all repair parts and material is expected to initially be \$25,000.00 per month with a target of \$50,000.00 per month as other City Departments are integrated into this consignment supply service.

The City of Biloxi intends to negotiate and enter into a multiple year contract with the selected vendor.

Proposals will be rated according to the following criteria:

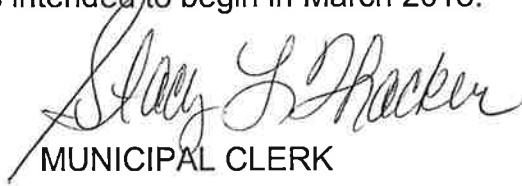
- 1 EXPERIENCE. Vendor experience operating similar consignment vendor services for other municipal and/or commercial enterprises
- 2 QUALIFICATIONS. Vendor existing relationships with national commercial suppliers of facility maintenance and janitorial material which will offer competitive pricing
- 3 CAPACITY. Vendor has existing staff able to begin operation of City of Biloxi Public Works warehouse within 60 days of notice to proceed
- 4 COST. Vendor able to demonstrate that pricing of facility maintenance repair parts and janitorial supplies at point of sale will be comparable to that currently paid for similar material by city. To facilitate evaluation of this factor, interested vendors are requested to complete Exhibit A (attached) which contains a short list of specific material items used by the City of Biloxi.

Proposals will be rated on the following system to determine best RFQ received: experience (30%) qualifications (30%); capacity (20%), and cost (20%).

The City of Biloxi reserves the right to reject any and all proposals and to waive any informality in the proposal subjected. The city of Biloxi is an equal opportunity employer.

Forward one (1) original and (2) copies in an envelope marked as "Proposal for Consignment Supply Services" and deliver to City of Biloxi, City Hall, PO Box 429, 39533, or to the Mayor's Office, second floor City Hall, 140 Lameuse Street, Biloxi,

Mississippi 39530. Proposals shall be received before 10:00AM February 7, 2018. The selection committee will review each proposal and select a qualified firm to begin negotiation of a subcontract. Performance is intended to begin in March 2018.



MUNICIPAL CLERK

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Send Proof of Publication.