



**THIS IS NOT  
AN ORDER**

**REQUEST FOR BIDS/PROPOSALS COVERSHEET**  
**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**  
**Procurement and Contract Services**  
**118 College Drive #5003, Hattiesburg, Mississippi 39406-0001**

**Date:** May 2, 2018

**Name:** \_\_\_\_\_

**Bid No. 18-27**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

THE UNIVERSITY OF SOUTHERN MISSISSIPPI is considering the purchase of the following item(s). We ask that you submit your bid and retain one copy for your files. Right is reserved to accept or reject any part of your bid. Your quotation will be given consideration if received in Bond Hall, Room 214 on or before:

2:00 p.m. CST

TERMS - Bidder should state terms of sale. Our terms are 2% ten days, net 45 days.

These terms will apply per Mississippi law.

AWARDING CONTRACT - Cash terms will not be used as a basis for awarding contracts; however, the University will accept cash discounts when earned.

May 22, 2018

**Buyer:** \_\_\_\_\_

NOTE: If you cannot quote on the exact material shown, please indicate any exception giving brand name and complete specifications of any alternate. If additional space is required, use a separate sheet or letter of transmittal.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL NET PRICE
		<b>BID 18-27</b> <b>Gasoline and Diesel Fuels</b>		
		PROPOSAL MUST BE RETURNED TO THE UNIVERSITY IN ACCORDANCE WITH THE SPECIFICATIONS. RFP NUMBER AND DATE OF BID OPENING MUST BE SHOWN ON THE OUTSIDE OF THE ENVELOPE IF USING THAT METHOD.		

We quote you as above-F.O.B. The University of Southern Mississippi. Shipment can be made in \_\_\_\_\_ days from receipt of order. DATE \_\_\_\_\_ TERMS \_\_\_\_\_  
Return quotation to Procurement Services at above address.

**The University of Southern Mississippi**  
**Request for Bid # 18-27**  
**Gas and Diesel**

**General Comments**

The University of Southern Mississippi is looking to enter into a pricing agreement with a vendor(s) to supply us with gasoline and diesel fuels that are listed below in this bid.

This document and all appendices are considered part of the required specifications to The University of Southern Mississippi's request for bid for concrete, including the standard University terms and conditions attached herein.

The University of Southern Mississippi reserves the right to modify any part of the document at its discretion.

The University of Southern Mississippi reserves the right to reject any and all bids, or not make any award at all.

The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of The University of Southern Mississippi.

**Terms**

The term of the pricing agreement will be from July 1, 2018 – June 30, 2019. All prices offered shall include cost for the delivery to the designated storage tank located at USM's Physical Plant in Hattiesburg, MS. Product shall be delivered to the USM Physical Plant upon receipt of order placed by Physical Plant. Vendor must be able to supply the product on short notice, for example within 6 hours. Due to the restricted access to current fuel site, trucks are limited to a 2800 gallon maximum limit.

All prices offered for fuel shall be based on the Oil Price Information Survey (O.P.I.S.) and be calculated using the lowest unbranded low rack price within any city in Mississippi which regularly services the Hattiesburg region, for Unleaded Regular Gasoline and Off-Road Diesel fuel. All invoices should include the prices based on the lowest unbranded low rack price on the day of delivery, as quoted by the Oil Price Information Service, for gasoline and diesel fuel, plus the supplier's markup, which shall include charges for delivery to site, plus applicable State and Federal taxes. The University of Southern Mississippi realizes tax rates may change during the contract period due to Federal and State tax changes. However, should a tax rate change, successful bidder **MUST PROVIDE WRITTEN NOTIFICATION** that accompanies invoice. The O.P.I.S report showing the lowest unbranded low rack price on the day of delivery is to accompany the invoice. The markup will remain firm throughout the contract. In the event the awarded vendor presents an invoice that exceeds the daily O.P.I.S. lowest unbranded low rack price plus the profit margin that was indicated in the original bid, The University of Southern Mississippi shall reserve the right to cancel the remaining balance of the contract and re-bid said commodities. The markup shall be expressed as CENTS PER GALLON.

All spillages and improper unloading shall be corrected on an immediate basis and to the satisfaction of The University of Southern Mississippi. All associated costs including materials, labor, and any damages resulting from the spillage shall be borne by the contractor. The contractor shall immediately notify: The Superintendent of Infrastructure and Transportation (Terry Folks @ 601-266-4436)

We, the undersigned, agree to sell and deliver fuel to The University of Southern Mississippi for a period of one year, starting July 1, 2017– June 30, 2018, at the O.P.I.S. lowest unbranded low rack price plus the bid markup indicated below. We also agree to meet the conditions set forth in the specifications and instructions to the bidders included herein.

Vendors must agree and comply with all Terms and Conditions shown in this "Request for Bid", and sign below confirming the agreement to these Terms and Conditions. These Terms and Conditions will govern the price agreements that result from this bid. **FAILURE TO SIGN WILL DISQUALIFY THE BIDDER.**

**BIDDER SHOULD HAVE AN AUTHORIZED COMPANY REPRESENTATIVE SIGN THEIR BID**

Authorized Signature\_\_\_\_\_ Date\_\_\_\_\_

\_\_\_\_\_  
Typed/Printed Name of Signer

**Prepared By and Contact Information**

\*\*\*\*\*

**<<Names, Titles, Address, Fax, Phone, Email addresses>>**

Company Name	FEI No.		
Address	City	State	Zip
Contact Name	Phone		
Fax	Email		

**Submission Requirements**

Respondents who would like to submit responses to this Request for Bid should send bids in a sealed envelope by the opening date and time of **Tuesday, May 22, 2018, no later than 2:00PM CDT**. In order for your bid to be considered, it must be received and time stamped in our office before 2:00 PM of the opening date. The USM bid number is to be clearly marked on the outside of the sealed envelope. Please send your bid addressed as follows:

If you are delivering your bid, you need to hand carry the bid response to:

The University of Southern Mississippi  
Procurement Services  
Bond Hall, Room 214  
Hattiesburg, Mississippi  
REQUEST FOR BID# 18-27

If you are mailing your bid via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Procurement Services  
118 College Drive #5003  
Hattiesburg, MS 39406-0001  
REQUEST FOR BID# 18-27

If you are express mailing your bid via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Receiving Department  
2609 West 4th Street  
Hattiesburg, MS 39401  
REQUEST FOR BID# 18-27

Electronic bids will be accepted by following the instructions at [https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell); however, email and/or faxed bids **will not** be accepted.

Late bids will be disqualified. In any case, the bid must reach the Procurement Office before 2:00 PM in order to be accepted, so it is the responsibility of the respondent to ensure its bid reaches the Procurement Office on time. USM will not take any responsibility for responses arriving late.

Bids without a signature will be disqualified.

Each Respondent must return **two (2) printed copies** of its bid response plus **one (1) signed original** that will be considered the “official” bid response. Respondents should use the Invitation to Bid coversheet provided herein to sign, and indicate “see attached bid” if necessary.

**The University of Southern Mississippi**

## Gasoline and Diesel Fuel

Item	Quantity	Description	Unit Price	Total Net Price
1		Unleaded gasoline-per gallon (tax included)		
2		Diesel Fuel - per gallon (tax included)		
		Orders will be placed one day at a time beginning July 1, 2018 through June 30, 2019		
		Items to be delivered to the USM Physical Plant upon receipt of order placed by Physical Plant		
		Vendor must be able to supply the items on short notice.		
		Charges will be shown on receiving report.		
		Please give name and telephone number of the person to call for prices.		
		Name: _____		
		Phone: _____		
		<b>***NOTE***</b>		
		<b>These prices subject to increase or decrease with major oil prices</b>		
		<b>***NOTE***</b>		
		<b>Due to the restricted access to current fuel site, trucks are limited to 2800 gallon maximum limit.</b>		

**THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
PROCUREMENT SERVICES  
118 COLLEGE DRIVE #5003  
HATTIESBURG, MS 39406-0001**

**GENERAL TERMS, CONDITIONS AND INSTRUCTIONS FOR BIDS/PROPOSALS**

- 1.) Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.) Samples of items when called for must be furnished free of expense and if not destroyed in testing, will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.
- 3.) Bids must be signed and sealed with bidder's name and address on the outside of the envelope, and the time and date of the bid opening and the bid file number shown in the lower-left corner of the packages; envelopes, express mailing labels, boxes, etc.
- 4.) In order for your bid to be considered, it must be received and time stamped in our office by 2:00 P.M. of the bid opening date. It is the responsibility of the vendor to ensure their bid is received within the appointed time. If your bid package is not received in Bond Hall, Room 214, by 2:00 P.M. of the bid opening date, it will not be considered.

If you are delivering your bid, you need to hand carry the bid package to:

The University of Southern Mississippi  
Procurement Services  
Bond Hall, Room 214  
Hattiesburg, Mississippi

If you are mailing your bid package via U.S. Postal Service, mail to:

The University of Southern Mississippi  
Procurement Services  
118 College Drive #5003  
Hattiesburg, MS 39406-0001

If you are express mailing your bid package via Federal Express or UPS, or any other delivery service which requires the use of a physical address, deliver to:

The University of Southern Mississippi  
Receiving Department  
2609 West 4<sup>th</sup> Street  
Hattiesburg, MS 39401

- 5.) Bids or proposals shall not be modified, corrected, altered, or amended after the specified closing time and the opening of such bids, unless otherwise noted in the request for bids or proposals.
- 6.) The University of Southern Mississippi reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidders, to accept any items on the bid. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that The University of Southern Mississippi shall have 60 days to accept. The University of Southern Mississippi reserves the right to make an award to this bid on an all or none basis, or on a line by line basis, whichever serves the best interest of The University of Southern Mississippi.
- 7.) Contracts and purchases will be made or entered into with the lowest, responsible bidder meeting specifications.
- 8.) A written purchase order or contract award mailed or otherwise furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or in part without the written consent of The University of Southern Mississippi.
- 9.) Bid files may be examined during normal working hours by bid participants. Non-participants will be prohibited from obtaining any information relative to the bid until the official award has been made.
- 10.) If purchase orders or contracts are canceled because of the awarded vendor's failure to perform or request for price increase, that vendor shall be removed from our bidders' list for a period of 24 months.
- 11.) No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.
- 12.) Alternate bids, unless specifically requested or allowed, will not be considered.
- 13.) Bid openings will be conducted open to the public. However, they will serve only to open the bids. No discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied at the bid opening. After the close of the bid opening meeting, the bids will be considered to be in the evaluation process and will not be available for review by bidders. Proposal openings are not required to be open to the public; however, the resulting award is open for public inspection.
- 14.) Prices quoted shall be firm for the term of the contract or for the stated time of

acceptance.

- 15.) The bidder understands that The University of Southern Mississippi is an equal opportunity employer and, therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other such discrimination; and the bidder, by signing this bid, agrees during the term of agreement that the bidder will strictly adhere to this policy in its employment practices and provision of products or services.
- 16.) Bidders must upon request of The University of Southern Mississippi furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The University of Southern Mississippi reserves the right to make the final determination as to the bidder's ability.
- 17.) Questions or problems arising from bid procedures should be directed to the Buyer listed on the solicitation at:

The University of Southern Mississippi  
118 College Drive #5003  
Hattiesburg, MS 39406-0001  
Phone: (601) 266-4131

- 18.) All items must equal or exceed the specifications listed. The absence of detail specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used.
- 19.) It is the intent of the specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation to Bid packet and to notify The University of Southern Mississippi if the Specifications, Instructions, General, or Special Conditions are formulated in a manner which would unnecessarily restrict competition.
- 20.) It shall be incumbent upon the bidders to understand the specifications. Any requests for clarifications shall be in writing and shall be submitted to our Procurement Services office at least five (5) days prior to the time and date set for the bid opening, unless otherwise noted in the bid or proposal specifications.
- 21.) The minimum specifications are used to set a standard and in no case are used with the intention to discriminate against any manufacturer. Bidders should note the name and the manufacturer and model number of the product they propose to furnish and submit descriptive literature.
- 22.) Trade names, brand names, and/or manufacturer's information used in these specifications are for the purpose of establishing quality, unless otherwise noted. Bids on



products of other qualified manufacturers are acceptable, provided they are demonstrated as equal to those specified in construction, design and suitability. Each bidder shall submit with his bid a complete brochure with pictures on each item and shall point out specifically any deviations from the specified items. Failure to do so may disqualify any bid. Please bid as specified or an approved equal.

- 23.) A copy of the manufacturer's standard guarantee/warranty shall accompany and become a part of this bid.
- 24.) There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as The University of Southern Mississippi is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to The University of Southern Mississippi must automatically be given to the U.S. Government.
- 25.) All invoices, unless noted otherwise, are to be billed to:
- The University of Southern Mississippi  
Accounts Payable  
118 College Drive #5104  
Hattiesburg, MS 39406-0001
- 26.) All equipment bid shall be of current production and of the latest design and construction.
- 27.) Where all, or part(s), of the bid is requested on a unit price basis, both the unit prices and the extension of the unit prices constitute a basis of determining the lowest responsible and responsive bidder. In cases of error in the extension of price, the unit price will govern.
- 28.) Should the University of Southern Mississippi close due to inclement weather conditions, or any other unforeseen events on the bid opening date, sealed bids will open the following business day at the same time and location.
- 29.) As an alternative to traditional sealed bids in envelopes, the University of Southern Mississippi is capable of receiving electronic bid responses. While this option is available, it is not required and we ask that all potential respondents keep in mind that with any electronic system there could be delays or glitches with the submission process; therefore the University highly encourages traditional sealed bids which are either mailed or submitted in person. Should a vendor choose to submit their response electronically, please follow the instructions below using the following website:  
[https://www.ms.gov/dfa/contract\\_bid\\_search/Home/Sell](https://www.ms.gov/dfa/contract_bid_search/Home/Sell). On this site you will find helpful links to procurement opportunities, as well as a link to supplier registration. If not already registered in this system, potential bidders will first need to click on 'Supplier

Registration' and follow the steps outlined (a one-time process). Once registered, they can return to the original website and click on 'Procurement Opportunities' where they can either search by keyword for the bid they desire to respond to or leave the search box blank and click 'Search' for a listing of all current bids and proposals for the various State of Mississippi offices.

With regard to construction bids, there is one additional step required during the bid submission process. Along with the bid response and other attachments, contractors will also need to attach their Certificate of Responsibility (COR), or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$ 50,000.00). If their COR or such statement is not attached, the bid will be invalid and not considered.

**AA/EOE/ADAI**