FAXED: 06/26/2017

**ADVERTISEMENT FOR BIDS**

THE BOARD OF TRUSTEES OF MERIDIAN COMMUNITY COLLEGE DISTRICT WILL

 RECEIVE BIDS IN THE BUSINESS OFFICE, 910 HIGHWAY 19N, MERIDIAN, MS UNTIL JULY 20, 2017 **AT 2:00 P.M.** FOR THE PURCHASE OF:

 **BID #01-2017 SPIN CYCLES FOR DAMON FITNESS CTR AT MCC**

DETAILS AND SPECIFICATIONS MAY BE OBTAINED FROM THE MCC BUSINESS OFFICE, 910 HWY 19N, MERIDIAN, MS (PHONE 601-484-8695). THE BOARD RESERVES THE RIGHT TO REJECT ANY AND/OR ALL BIDS AND WAIVE INFORMALITIES.

 DR. SCOTT ELLIOTT, PRESIDENT

 MERIDIAN COMMUNITY COLLEGE

**RUN DATE**: **Thursday, June 29, 2017**

**RUN DATE:** **Thursday, July 06, 2017**

 **…**THANKS

 **BID 01-2017**

 **CONDITIONS:**

**1. DELIVERY OF BIDS**

MERIDIAN COMMUNITY COLLEGE WILL OPEN SEALED BIDS IN THE BUSINESS OFFICE, 910 HIGHWAY 19N, MERIDIAN, MS, JULY 28, 2017 **AT 2:00 P.M.** FOR THE PURCHASE OF SPIN CYCLES FOR DAMON FITNESS EENTER AT MCC.  AT THIS TIME AND PLACE, BIDS WILL BE PUBLICLY OPENED AND READ ALOUD. ALL BIDS SHALL BE SUBMITTED TO THIS ADDRESS ON/BEFORE ABOVE TIME AND DATE. ENVELOPES CONTAINING BIDS SHALL BE PLAINLY MAKED WITH BID NUMBER; ANY NOTATION APPEARING OUTSIDE ENVELOPE CONTAINING SEALED BID INTENDED TO AMEND THE BID IN ANY MANNER WILL NOT BE CONSIDERED.

**NOTE: A BID RESPONSE MAY NOT BE FAXED**.

**2. PRICES**

BID PRICES, UNLESS OTHERWISE SPECIFIED, SHALL BE NET TO INCLUDE ALL

TRANSPORTATION AND HANDLING CHARGES FULLY PREPAID BY VENDOR TO MERIDIAN

COMMUNITY COLLEGE, MERIDIAN, MS. CASH DISCOUNTS WILL BE CONSIDERED AND TIME

WILL BE COUNTED FROM DATE OF DELIVERY. PRICES MUST BE SHOWN ON THE ATTACHED SPECIFICATION SHEET SUPPLIED FOR THIS PURPOSE. ALL BIDS MUST BE FIRM PRICES, FREE

OF ANY ESCALATOR CLAUSES. PRICES MUST INCLUDE ALL APPLICABLE TAXES. MERIDIAN

COMMUNITY COLLEGE WILL FURNISH A TAX EXEMPT CERTIFICATE FOR STATE AND FEDERAL

TAXES WHERE APPLICABLE.

 **3. UNIT PRICE AND TOTAL PRICE REQUIRED**

ANY BID ON ANY ITEM SHOULD INCLUDE A UNIT PRICE AND A TOTAL PRICE. IF THERE IS DISCREPANCY BETWEEN THE UNIT PRICE WRITTEN IN THE BID AND THE TOTAL PRICE, THE UNIT PRICE WILL BE CONSIDERED AS BINDING AND THE TOTAL WILL BE ADJUSTED.

**4. BID WITHDRAWAL**

NO BIDS MAY BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS FOLLOWING THE

SCHEDULED OPENING DATE.

**5. RIGHT TO REJECT BIDS**

MERIDIAN COMMUNITY COLLEGE RESERVES THE RIGHT TO REJECT ANY/ALL BIDS OF ANY GROUPS THEREOF AND WAIVES ANY INFORMALITY. THE RIGHT IS FURTHER RESERVED TO ADJUST QUANTITIES OF EQUIPMENT OR SUPPLIES INVOLVED UNDER ANY ITEM IN

 ACCORDANCE WITH THE UNIT PRICES SUBMITTED AS PART OF THE PROPOSAL.

**6. DELIVERY OF EQUIPMENT**

THE EQUIPMENT TO BE FURNISHED SHALL BE DELIVERED, UNCRATED, AND SET IN PLACE BY THE BIDDER AT THE TIME AND PLACE DESIGNATED BY MERIDIAN COMMUNITY COLLEGE. THE EQUIPMENT SHALL BE SET IN PLACE IN THE APPROPRIATE ROOM AS DIRECTED; UNDER NO CIRCUMSTANCES WILL THE OWNER ASSUME RESPONSIBILITY IN CONNECTION WITH DELIVERIES OF EQUIPMENT.

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**7. ROYALTIES AND PATENTS**

THE CONTRACTOR SHALL PAY ALL ROYALTIES AND LICENSE FEES; HE SHALL DEFEND

ALL SUITS OR CLAIMS FOR INFRINGEMENT OF ANY PATENT RIGHTS AND SHALL SAVE THE

OWNER HARMLESS FROM SUCH LOSS ON ACCOUNT THEREOF, EXCEPT THAT THE OWNER

SHALL BE RESPONSIBLE FOR ALL SUCH LOSS WHEN A PARTICULAR PROCESS OR THE

PRODUCT OF A PARTICULAR MANUFACTURER (S) IS SPECIFIED. IF THE CONTRACTOR HAS

INFORMATION THAT THE PROCESS OR ARTICLE SPECIFIED IS AN INFRINGEMENT OF A

PATENT, HE SHALL BE RESPONSIBLE FOR SUCH LOSS UNLESS HE PROMPTLY GIVES SUCH

INFORMATION TO THE OWNER.

 **8. STANDARD OF QUALITY**

WHERE CATALOG NUMBERS AND/OR MANUFACTURER’S NAMES ARE REFERRED TO IN THE

SPECIFICATIONS, THEY ARE USED FOR THE PURPOSE OF CONVEYING TO THE PROSPECTIVE

BIDDERS THE TYPE AND DESIGN OF EQUIPMENT DESIRED. IT SHALL BE UNDERSTOOD THAT

THE BIDDERS MAY SUBMIT EQUIPMENT OF OTHER MAKES IN LIEU OF THAT MENTIONED,

PROVIDING SUCH OTHER EQUIPMENT IS SIMILAR IN DESIGN AND EQUAL IN QUALITY. IT IS

NOT EXPECTED THAT ALL MANUFACTURERS SHALL CONFORM EXACTLY TO EVERY DETAIL

AND DIMENSION MENTIONED IN THE GIVEN SPECIFICATIONS; HOWEVER, THE ESSENTIAL

FEATURES OF THE EQUIPMENT SHALL BE PROVIDED IN THE EQUIPMENT TO BE FURNISHED,

AND OWNERS SHALL BE THE SOLE JUDGE AS TO WHETHER OR NOT EQUIPMENT OFFERED IS

EQUAL TO THAT SPECIFIED.

**9. SUBSTITUTIONS**

IF AN ALTERNATE ITEM IS OFFERED, DETAILED INFORMATION MUST BE FURNISHED ON THE

ITEM ON WHICH THE BID IS SUBMITTED. UNLESS DETAILED INFORMATION IS PROVIDED,

THE BID WILL BE CONSIDERED INCOMPLETE AND THEREFORE REJECTED.

 **BID 01-2017**

**PROPOSAL**

BOARD OF TRUSTEES

MERIDIAN COMMUNITY COLLEGE

910 HIGHWAY 19 NORTH

MERIDIAN MS 39307

LADIES AND/OR GENTLEMEN:

I/WE PROPOSE TO FURNISH AND DELIVER THE ITEMS AS LISTED IN THE PROPOSAL FORM, ACCORDING TO YOUR SPECIFICATIONS AND QUANTITIES, FOR THE PURCHASE PRICE OF **SEE ATTACHED PRICE LIST;**OR LEASE PURCHASE ON MONTHLY RENTAL AS STATED ON THE ATTACHED BID SHEET.

THESE PRICES ARE GUARANTEED UNTIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

BOTH UNIT PRICE AND TOTAL PRICES HAVE BEEN SUBMITTED WITH THE UNDERSTANDING THAT WE WILL BE RESPONSIBLE FOR MAKING COMPLETE DELIVERY ACCORDINGLY. WE FURTHER AGREE NOT TO REQUEST PERMISSION TO WITHDRAW OUR QUOTATION AFTER BIDS HAVE BEEN OPENED.

THIS PROPOSAL CONSISTS OF PROPOSAL FORMS, CONDITIONS, AND SPECIFICATIONS. WE UNDERSTAND THAT EACH FORM IS TO BE SIGNED AS REQUIRED; UNLESS THIS HAS BEEN DONE, OUR BID MAY BE CONSIDERED INCOMPLETE AND THEREFORE REJECTED.

FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID 01-2017**

**REFERENCES REQUIRED**

PLEASE PROVIDE THE NAMES OF AT LEAST THREE (3) BUSINESSES TO WHOM YOU HAVE SOLD THIS PRODUCT OR ONE VERY SIMILAR WITHIN IN THE LAST TWO (2) YEARS.

BUSINESS NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID 01-2017**

**TO ALL PROSPECTIVE BIDDERS**:

PLEASE NOTE THIS BID IS PENDING BOARD APPROVAL. PURCHASE ORDER (S) WILL BE ISSUED TO THE VENDOR BIDDING LOWEST TOTAL PRICE. THIS IS NOT A LINE ITEM BID.

IF YOU HAVE ANY QUESTIONS ABOUT THIS ITEMS (S) , PLEASE CALL WADE HEGGIE (601) 484-8726. ALL RETURN OR ADJUSTMENTS WILL BE AT THE VENDOR’S EXPENSE.

PLEASE BE AWARE OF OPENING DATE. YOU **MAY NOT FAX YOUR RESPONSE**; IT MUST BE MAILED AS SPECIFIED IN CONDITIONS.

\*PRICE TO INCLUDE SHIPPING AND HANDLING – **DO NOT LIST AS A SPEARATE LINE** **ITEM.**