

DESOTO COUNTY, MISSISSIPPI
BIDDERS INFORMATION PACKET

Sale of Surplus Radios

For the DeSoto County Board of Supervisors
Hernando, MS

Bid File # 17-100-001



Karen McNeil
Procurement Coordinator

Bid Opening Date: **June 8, 2017**
10:00 a.m.

Company Name

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**DeSoto County Office of Procurement
365 Loshier Street, Suite 340
Hernando, MS 38632
Phone (662) 469-8260
Fax (662) 469-8262**

INTRODUCTION

DeSoto County is one of the fastest growing counties in Mississippi. The county is bordered by Memphis, Tennessee, to the north and covers 478 square miles with five municipalities.

DeSoto County is seeking proposals from interested parties to purchase surplus radios. It is the intent of DeSoto County to award the contract to the most responsive and responsible vendor. The county will base the recommendation on the information included in the bid response, including, but not limited to sale price and the ability to remove the radios in a timely manner.

The DeSoto County Board of Supervisors appreciates your interest in our county. As we go through the bid process please direct any questions you may have to the DeSoto County Office of Procurement. It is our intent that this process will be a positive experience for every vendor willing to put time and resources into this bid. We appreciate you and look forward to working with you during the bid process.

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Supervisors of DeSoto County, Mississippi, until 10:00 a.m. on Thursday, June 8, 2017, at the Office of Procurement, 365 Loshier Street, Suite 340, Hernando, Mississippi, for the sale of surplus Motorola radios under the jurisdiction of the Board of Supervisors at which time they will be publicly opened and read aloud.

BID FILE NO: 17-100-001 Sale of Surplus Radios

Specifications are on file in the Office of Procurement, DeSoto County Administration Building, 365 Loshier Street, Suite 340, Hernando, Mississippi, during normal business hours. Information concerning this bid can also be found on the Procurement Page @desotocountymiss.gov. All bids must comply with the specifications provided. DeSoto County reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets from the DeSoto County Office of Procurement.

That all bids submitted must be sealed and clearly labeled on the outside of the bid envelopes as instructed in the bid package.

The Board of Supervisors reserves the right to reject any and all bids and waive any informalities.

WITNESS MY SIGNATURE, this the 15th Day of May, 2017.

(SEAL)

_____/s/ MISTY HEFFNER

MISTY HEFFNER, CHANCERY CLERK
DeSoto County Board of Supervisors

SUBMITTED:

DESOTO TIMES TRIBUNE

FOR PUBLICATION ON:

Thursday, May 18, 2017
Thursday, May 25, 2017

PROOF OF PUBLICATION TO:

DeSoto County Administrator Office
DeSoto County Administration Building
365 Loshier Street, Suite 300
Hernando, MS 38632
Phone: 662-469-8180

DESOTO COUNTY BOARD OF SUPERVISORS

OFFICE OF PROCUREMENT

365 Loshier Street, Suite 340

Hernando, MS 38632

INVITATION TO BID

Bid Name: Sale of Surplus Radios

Bid File Number: 17-100-001

Bid Opening: April 13, 2017

Bid Opening Time: 10:00 AM

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents contained herein.

All bid submissions must include one original set of proposal documents. Documents required to be returned are noted throughout the bid proposal package.

Bids must be received in the Office of Procurement prior to the bid opening time. Bids may be mailed or delivered to 365 Loshier Street, Suite 340, Hernando, Mississippi, 38632.

DeSoto County is seeking bids for the sale of surplus radios.

It is the intent of DeSoto County to sale all radios to one bidder but does reserve the right to make award in part, or in whole based on the potential to sale as many radios as possible.

All radios have been in use by County personnel in our EMA and Sheriff Departments. Radios may be inspected on Wednesday, May 31, 2017, between the hours of 9:00 AM and 3:00 PM. All interested parties must contact Karen McNeil to schedule an appointment. All inspections will be held in the DeSoto County Administration Building located at 365 Loshier Street, Third Floor, West Wing, in Hernando, Mississippi.

BID CALENDAR
Bid File: 17-100-001

Bid Publication	May 18, 2017
Bid Publication	May 25, 2017
Inspection of Radios (by appointment)	May 31, 2018 9:00 a.m. – 3:00 p.m.
Bid Opening	June 8, 2017
Selection Process Begins	Upon opening
Anticipated Recommendation to Board of Supervisors	No later than July 17, 2017

GENERAL TERMS AND CONDITIONS OF BIDDING

Authorized Signatures: The bid must be executed personally by the vendor, a duly authorized partner of the partnership, or a duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the bid to become a valid bid.

Late Bids: Bids must be received in the DeSoto County Office of Procurement before the designated time of bid opening. Bids received after the submission deadline shall be rejected as non-responsive and returned unopened to the bidder.

Alternates: The invitation for bid and/or specifications may expressly allow bidder to submit an alternate bid in addition to the primary bid. Presence of such an offer shall not be considered an indication of non-responsiveness.

Withdrawal of Bids Prior to Bid Opening: A bid may be withdrawn before the opening date by submitting a written request to the Procurement Department. If time allows the bidder may submit a new bid. Bidder assumes full responsibility for submitting a new bid before specified bid time. DeSoto County reserved the right to withdraw a request for bids before the opening date.

Withdrawal of Bids After Bid Opening: Bidder agrees that its offer may not be withdrawn or cancelled by the vendor for a period of ninety (90) days following the date and time designated for the receipt of bids unless otherwise stated in the bid and/or specifications.

Bid Amounts: Bids shall show the bidder's unit purchase price. The county will correct any price errors. Any ambiguity in the bid as a result of omission, error, unintelligible wording shall be interpreted in the favor of DeSoto County.

Should the indicated sum of the separate bid items on the bid sheet differ from the correct sum, the correct sum shall be considered in awarding the bid.

Descriptions: The County has provided a comprehensive description for each radio. Bidders are encouraged to inspect the radios prior to submitting a bid.

Bid Alterations: Bids cannot be altered or amended after submission deadline. Any interlineations, alterations, or erasures made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

Bid Award: Award of bid shall be made to the most responsible, responsive bidder, whose offer is determined to be the best value, taking into consideration the relative importance of price. DeSoto County reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the county. DeSoto County reserves the right to award based upon individual line items, sections or total bid. Bidders are encouraged to bid every item. Bidders who submit bids for categories or individual items will be considered if their bid price proves to create an advantage worth splitting the award. This decision will be the county's discretion.

DeSoto County reserves the right to waive all technical errors in the bids and to accept or reject any or all bids.

Responsible Standing of Bidder: To be considered for award, bidder must at least, have the ability to obtain adequate financial resources and have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

Public Bid Opening: Bidders are invited, but not required, to attend bid openings. After the official opening of bids a period of not less than one week is necessary to evaluate bids. The amount of time necessary for the bid evaluation may vary and is determined solely by the County. Following the bid evaluation, all bids submitted are available for public review.

Contract Definition: The General Conditions of Bidding, Specifications, and any other documents made a part of this bid shall constitute the complete bid. This bid, when duly accepted by DeSoto County, shall constitute a contract equally binding between the successful bidder and DeSoto County.

Change Order: No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of DeSoto County and in accordance with the laws of the State of Mississippi.

Termination of Default: DeSoto County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be the best interest of the county in the event of breach or default of this contract. DeSoto County reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the county to award to another vendor.

Sale, Assignment, or Transfer of Contract:

The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of DeSoto County.

Signature on all bid documents certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The bidder has not given, offered to give, nor intends to give at any time here-after any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to any public servant in connection with the submitted offer.
- The bidder hereby certifies that the individual signing the bid is an authorized agent for the bidder and has the authority to bind the bidder to the contract.

Alternate Bidders

According to the Mississippi Code 31-7-13, up to two alternate bidders can be selected to use when the low bidder cannot meet the demands of the product. Any bidder who agrees to be selected as an alternate bidder and can meet the specifications of the bid may be awarded as first or second alternate.

YES, consider us as an alternate _____

NO, consider us as an alternate _____ **NO RESPONSE WILL BE CONSIDERED "NO"**

Notice: "DeSoto County is a political subdivision of the State of Mississippi and Mississippi law establishes a duty for those contracting with a Mississippi public entity to see to it that the provisions of the contract are legal and enforceable. Any party contracting with DeSoto County is obligated to verify, through independent legal counsel, whether all provisions of their contract are enforceable as to DeSoto County. Notice is given that, by law, DeSoto County will not be bound to any provision of a contract to which a Mississippi public entity cannot legally contract for. By way of example, a public entity cannot contract for binding arbitration, waiver of its right to a jury trial, holding another harmless, providing indemnification, limiting third party liability, waiving counterclaims, agreeing to application of foreign or agreeing to venue outside of Mississippi. In executing any contract DeSoto County does not waive any rights it may have to object to, contest, or refuse to comply with any provision of any contract that is impermissible by operations of the laws of the State of Mississippi."

DESOTO COUNTY BOARD OF SUPERVISORS

OFFICE OF PROCUREMENT

365 Loshier Street, Suite 340

Hernando, MS 38632

INSTRUCTIONS TO BIDDERS

Bid Name: Sale of Surplus Radios

Bid Number: 17-100-001

Due Date: June 8, 2017

Bid Opening: 10:00 a.m.

Vendors are encouraged to read all information contained in this bid packet. All bidders are required to complete and return the provided bid documents. All requests for response shall be completed and returned. Do not leave any blank unanswered. Please note the company name on each page where indicated. Failure to comply with instructions contained herein may be cause for the County to reject your bid. Only the format and documents included with this bid packet will be accepted as compliant for the submitted bid. Failure to completely complete all required attachments may result in disqualification.

1. The county accepts no responsibility for any expenses incurred by any bidder to participate in this process. Such expenses are to be borne exclusively by the bidders.
2. The county reserves the right to reject any and all proposals. The bidder recognizes that the county will consider all aspects of the bid proposals. In addition, the bidder recognizes the right of the county to reject a proposal if the bidder failed to furnish any required submittals on the date required by the proposal documents, or if any bid is in any way incomplete or irregular. Hence the Board of Supervisors may award the bid in the best interest of the county. However, such judgment will be based on the circumstances mentioned or other similar conditions, if any.
3. Whenever the term "owner", "county", or "DeSoto County" occur in these specifications, it shall mean DeSoto County, a political subdivision of the State of Mississippi acting through the DeSoto County Board of Supervisors. Whenever the term "firm/company", "provider", "vendor", "bidder", "proposer" or "contractor" is used, it shall mean the bidder.
4. Final award of the bid is contingent upon vote of the Board of Supervisors.
5. Written specifications, bid package documents, and any addenda will be the basis of the bid award in accordance with Mississippi State Laws. Any significant clarifications will be handled by addenda to all vendors.
6. Each bidder, by submitting a bid, represents that he/she has read and understand the bid documents.
7. The successful bidder shall comply with all State, Federal and Local laws and/or regulations.
8. Bidders needing clarifications should fax or email questions as soon as possible. All questions must be sent prior to noon on **Friday, June 2, 2017**, unless unavoidable to avoid changing the bid response date according to MS State Code 31-7-13. Only questions which change the scope of the bid documents will be considered for addendum. Addenda will be sent to all bidders, if or when necessary until two working days prior to the bid openings. Any addenda necessary within two working days of the bid opening will require the bid date to be set back to a date not less than five (5) working days after the date of the last addendum, according to Mississippi Code 31-7-13. For that reason, bidders are encouraged to investigate this bid and ask questions within the first week of receiving the bid.

Refer all questions in writing to:

Invitation to Bid 3/2014km

Company Name: _____

RETURN THIS DOCUMENT

Office of Procurement
365 Losher Street, Suite 340
Hernando, MS 38632
FAX: 662-469-8262
PHONE: 662-469-8260

EMAIL: procurement@desotocountymt.ms.gov

9. All addenda are to be acknowledged and submitted with the bid response.
10. The bid package shall be considered to be one bid document and all aspects of every part of the bid document shall be considered as defining the responsibility of the bidder.

DESOTO COUNTY BOARD OF SUPERVISORS

OFFICE OF PROCUREMENT

365 Loshier Street, Suite 340

Hernando, MS 38632

SPECIFICATIONS AND RESPONSE FORM

Bid Name: Sale of Surplus Radios

Bid File Number: 17-100-001

Bid Opening: June 8, 2017

Bid Opening Time: 10:00 a.m.

1. All equipment being offered for sale in "as-is" condition. Bidders are encouraged to inspect equipment prior to bidding.
2. Bidders are welcome to bid for a single radio or the entire lot. The intent of this bid is to remove surplus property from the County in the most advantageous means possible. The County reserves the right to award to one or several bidders.
3. The County reserves the right to reject any or all bids or any part of the bids if it is determined by the County that either:
 - a. It would be to the best interest of the county to transfer or sell the item to another agency or governing authority;
 - b. The best price offered was determined to be too low; or
 - c. The information provided on the listing of items was erroneous or misleading in such a manner as to be detrimental to the buyer or the county.
4. Upon award by the Board of Supervisors, the awarded bidder(s) must present payment in the form of a cashier's check or money order with 5 working days. Equipment may be picked up from the Office of Finance and must be removed within 10 days of payment. Arrangements for transfer must be made with the Office of Finance.
5. Equipment list is provided below. Bidders are instructed to indicate their proposed purchase price for each piece of equipment of interest. A space is provided for your total bid price for selected equipment.
6. There will be no refunds to the buyer.

ITEM #	DESCRIPTION	ASSET NUMBER	"X" IF BIDDING ON THIS ITEM	BID AMOUNT
1	Motorola MTX 8250 w/battery & antenna	32763		\$
2	Motorola MTX 8250 w/battery	35368		\$
3	Motorola MTX 8250 w/battery & antenna	35370		\$
4	Motorola MTX 8251 w/battery & antenna	35366		\$
5	Motorola MTX 8252 w/battery & antenna	35375		\$
6	Motorola MTX 8253 w/lapel mic & antenna	33955		\$
7	Motorola GTX radio only	32426		\$
8	Motorola GTX radio only	32427		\$
9	Motorola GTX radio only	30805		\$
10	Motorola GTX radio only	36549		\$
11	Motorola GTX radio only	34364		\$
12	Motorola GTX w/mic	32430		\$
13	Motorola GTX radio only	32429		\$

Company Name: _____
Specifications 3/2014km

RETURN THIS DOCUMENT

ITEM #	DESCRIPTION	ASSET NUMBER	"X" IF BIDDING ON THIS ITEM	BID AMOUNT
14	EFJ Mobile Radio only	40441		\$
15	EFJ Mobile Radio only	40438		\$
16	EFJ Mobile Radio w/ some cords	34586		\$
17	EFJ Mobile Radio only	40442		\$
18	EFJ Mobile Radio only	40443		\$
19	EFJ Mobile Radio only	40439		\$
20	EFJ Mobile Radio only	34587		\$
21	EFJ Mobile Radio only	40445		\$
22	EFJ Mobile Radio only	40448		\$
23	EFJ Mobile Radio only	34588		\$
24	EFJ Mobile Radio only	39577		\$
25	EFJ Mobile Radio w/ some cords	39579		\$
26	EFJ Mobile Radio only	40446		\$
27	EFJ Mobile Radio only	40451		\$
28	EFJ Mobile Radio only	40452		\$
29	EFJ Mobile Radio only	39574		\$
30	EFJ Mobile Radio w/some cords	39570		\$
31	EFJ Mobile Radio only	34591		\$
32	EFJ Mobile Radio only	34592		\$
33	EFJ Mobile Radio only	34593		\$
34	EFJ Mobile Radio only	34585		\$
35	EFJ Mobile Radio only	39578		\$
36	EFJ Mobile Radio only	40440		\$
37	EFJ Mobile Radio only	39575		\$
38	EFJ Mobile Radio only	39576		\$
39	EFJ Dash Mount Radio only	39573		\$
40	EFJ Dash Mount Radio	40447		\$
41	EFJ Dash Mount Radio w/some cords	39572		\$
42	EFJ Dash Mount Radio only	39571		\$
43	EFJ Handheld Radio w/ charger, battery, antenna	39563		\$
44	EFJ Handheld Radio w/antenna & battery	39564		\$
45	EFJ Handheld Radio w/antenna & battery	34589		\$
46	EFJ Handheld Radio w/antenna & battery	39566		\$
47	EFJ Handheld Radio w/antenna & battery	39569		\$
48	EFJ Handheld Radio w/charger, battery, antenna	39565		\$
49	EFJ Handheld Radio w/mic, battery, antenna, charger	39568		\$
50	EFJ Handheld Radio w/charger, battery, antenna	39567		\$
51	EFJ Handheld Radio w/charger, battery, antenna	42274		\$
52	EFJ Handheld Radio w/charger, battery, antenna	42275		\$
53	EFJ Handheld Radio w/charger, battery, antenna	42273		\$

Company Name: _____
Specifications 3/2014km

RETURN THIS DOCUMENT

54	EFJ Handheld Radio w/antenna & battery	42069		\$
55	EFJ Handheld Radio w/antenna, battery, & mic	42417		\$
56	EFJ Handheld Radio w/battery	42066		\$
57	EFJ Handheld Radio w/battery	42423		\$
58	EFJ Handheld Radio only	42424		\$
59	EFJ Handheld Radio w/battery	42426		\$
60	EFJ Handheld Radio w/battery	42068		\$
61	EFJ Handheld Radio w/mic, antenna, & battery	42067		\$
62	EFJ Handheld Radio w/mic, antenna, & battery	42070		\$
63	EFJ Handheld Radio w/battery	42071		\$
64	EFJ Handheld Radio w/mic, antenna, & battery	42072		\$
65	EFJ Handheld Radio only	42073		\$
66	EFJ Handheld Radio w/mic, antenna, & battery	42074		\$
67	EFJ Handheld Radio only	42075		\$
68	EFJ Handheld Radio w/mic, antenna, & battery	42418		\$
69	EFJ Handheld Radio w/mic, antenna, & battery	42419		\$
70	EFJ Handheld Radio w/mic, antenna, & battery	42420		\$
71	EFJ Handheld Radio w/antenna, & battery	42421		\$
72	EFJ Handheld Radio w/mic, antenna, & battery	42422		\$
73	EFJ Handheld Radio only	42425		\$
TOTAL BID PROPOSAL				\$

By virtue of my signature below, I fully understand the requirements of the provided specification and submit my offer without exception.

Name of Company/Individual Submitting Offer: _____

Address: _____

Phone: _____ Email: _____

Authorized Signature

Printed Name

Date

Company Name: _____
Specifications 3/2014km

RETURN THIS DOCUMENT

VENDOR'S CHECKLIST OF REQUIRED INFORMATION

Bid File: 17-100-001

NOTE: Bidders are required to initial below to insure all information has been read, understood and all pertinent information is enclosed. This page must be submitted with the proposal request information.

INITIAL TO INDICATE:

_____ All bid documents have been read and understood.

_____ All bid documents have been signed and completed.

_____ The completed original proposal documents along with one paper copy have been included.

All proposal documents must be delivered to the following address prior to the stated bid opening in a sealed package labeled with bid file number, bid name, bid opening date and time and bidder's name.

Return all proposals to:

DESOTO COUNTY BOARD OF SUPERVISORS

OFFICE OF PROCUREMENT

365 LOSHER STREET, SUITE 340

HERNANDO, MS 38632

Failure to comply with the above may result in rejection of your bid.