



**MISSISSIPPI  
DEPARTMENT OF WILDLIFE, FISHERIES AND PARKS**

Sam Polles, Ph.D  
Executive Director

**Quote Proposal for Services  
May 14, 2015**

**Gutter Replacement and Building Maintenance for Roosevelt State Park**

**Opening Date:**

**2:00 PM May 20, 2015**

**Quotes Received Until:**

**2:00 PM May 20, 2015**

Noticed is hereby given that quote proposals will be received in the Accounts Payable Office of the Department of Wildlife, Fisheries & Parks, 1505 Eastover Drive, Jackson, MS 39211 at **2:00 pm, May 20, 2015**, and any quote submitted after this time will be rejected and returned unopened.

**A. General Information**

1. Type of Service: This is a quote proposal to provide gutter replacement and building maintenance.
2. Place of Service: Roosevelt State Park, 2149 Highway 13 South, Morton, MS 39117
3. Independent Contractor: In performing services under this agreement, vendor shall be deemed an independent contractor and shall not act as nor is an agent or employee of **MDWFP**. As an independent contractor, the vendor will be solely responsible for determining the means and methods for performing the services described in the specifications. All of the vendor's activities will be at its own risk and vendor is hereby given notice of its responsibility for arrangement to guard against physical, financial, and other risks as appropriate. Vendor shall observe and abide by all applicable laws and regulations including, but not limited to, those of **MDWFP** relative to conduct on its premises.
4. Quality of Service: Vendor agrees to perform its services with standard of care, skill, and diligence normally provided by a professional organization in the performance of services. All work shall be performed to the complete satisfaction of **MDWFP**.
5. Contact: Any questions regarding the project should be directed to John Sims at 601-506-2083.
6. Vendors are responsible for examining all specifications, terms, conditions, and instructions in the Request for Quotations. Failure to do so will be at the vendor's risk.
7. Awarding the Contract: The contract is to be awarded to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the Specifications.

## Quote Submission

All quotes must be submitted electronically as instructed below. Please refer to the links below for the Vendor Registration website as well as tutorials. Please contact the MASH Help Desk (601-359-1343) if you require any assistance.

### **Registration Website**

[https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#)

### **Tutorial For Registration Process**

[http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0\\_en-US/course/html/course.htm](http://uperform.magic.ms.gov/ucontent/7506bb9015c348dd8c10223a706188d0_en-US/course/html/course.htm)

### **Tutorial for Bid Submission**

[http://www.mmrs.state.ms.us/vendors/Supplier\\_Training.shtml](http://www.mmrs.state.ms.us/vendors/Supplier_Training.shtml)

- Click on Supplier Self Service eLearning
- Then Click Launch Course
- In the top right corner, click MENU
- Find Lesson 2: RFx
- And follow the instructions.

Upload the following document:

**Quote Proposal Form.** Complete form and upload as an attachment. The attachment should be named *Quote Proposal Form*.

Quote Proposal Form

Mississippi Department of Wildlife, Fisheries, and Parks  
Attention: Brian Ferguson, A/P & Asset Management, Director  
P.O. Box 451  
Jackson, MS 39205-0451

Description Title

Total Price

Gutter Replacement and Building Maintenance

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Brief description of services to be conducted:

- Remove all gutters and down spouts from the rear of the hotel
- Replace all the facials and soffits
- Replace all the gutters and downspouts with seamless gutters
- Pressure wash the entire back of the building including the concrete balconies
- Pressure wash the front concrete landings
- Remove hand-rail boards on the rear of the building and replace with new
- The rear of the hotel is to be painted including the storefront framing in each room

Having examined the specifications for Roosevelt State Park located within the State of Mississippi, the undersigned proposes to perform as per specified for the price shown above.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_