



**INVITATION FOR BID – Printing**  
**Mississippi Department of Education**

**Office of Accounting**  
 359 North West Street  
 P O Box 771  
 Jackson, MS 39205-0771  
 601-359-3525

<b>Bid Number:</b> 15-7-5	<b>Bid Title:</b> <i>Mississippi Recipes for Success Cookbook Sets</i>	
<b>Date Issued:</b> April 17, 2015	<b>Purchasing Director:</b> Judy Thames	
<b>Deadline for Questions:</b> May 1, 2015	<b>E-mail:</b> jthames@mde.k12.ms.us	<b>Fax:</b> 601-359-2326
<b>Bid Opening Date and Time:</b> May 7, 2015 2:30 p.m. CDT	<b>Bid Opening Location:</b> Room 117, 359 North West St, Jackson, MS 39201	
<b>Date Delivery Required:</b> June 30, 2015 – 250 Cookbook Sets to MDE July 17, 2015 – 395 Cookbook Sets to MDE July 17, 2015 – 865 Cookbook Sets to School Districts	<b>Delivery location F.O.B. (Destination):</b> MDE, Office of Child Nutrition, I-55 Storage Unit 86, 840 Foley Street, Jackson, MS 39202-3404  <b>School District addresses provided in Attachment A</b>	

You are invited to participate in this Invitation for Bid. Please submit your bid response in conformance with the instructions specified herein. By submitting a bid response, the bidder agrees and promises to sell, furnish, and deliver to the State all commodities and services contained in this Invitation for Bid for which a contract is awarded by the State. The bidder shall fully perform the contract in accordance with all specifications, terms and conditions, and requirements contained in the Invitation for Bid.

Written acceptance of the bidder's bid response by the State, by issuance of a purchase order or contract, constitutes a binding contract made and entered into by and between the Mississippi State Department of Education through the Accounting Director, James A. Hart, and the bidder named below:

<b>Bidder Company Name:</b>			
<b>Street Address:</b>			
<b>P.O. Box:</b>	<b>City</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Toll Free Telephone:</b>	<b>Telephone:</b>	<b>Fax:</b>	
<b>Federal I.D. or Social Security No.:</b>		<b>E-Mail:</b>	
<b>Type or Print Name of Person Signing:</b>		<b>Title:</b>	
<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Acceptance (For State Use Only)</b> Bid response accepted and contract awarded.			
By _____		Title _____	
Signature _____		Date _____	

**Mississippi Department of Education**  
**Terms and Conditions**  
**Mississippi Recipes for Success Cookbook Sets**

**Submission of Bids**

Two (2) copies of the Invitation to Bid form, Bid Response Form and references shall be submitted. All bids shall be signed and sealed. The bidder's name and address must be listed on the outside of the envelope, along with the date of the bid opening, and the bid file number. Bids, bid modifications or corrections received after 2:30 pm, CDT on May 7, 2015 will not be accepted.

**Acceptance of Bids/Reserved Rights**

The Mississippi Department of Education (MDE) reserves the right to determine the lowest and/or best bid, reject any and/or all bids, and to waive any informality in bids.

**Award**

It is the intent of the MDE to award a contract to the lowest responsible bidder meeting specifications. MDE reserves the right to determine the lowest responsible bidder on the basis of an individual item, group of items, or in any way determined to be in the best interests of the MDE. Award shall be based on the following factors: (A) adherence to all conditions and requirements of the bid specifications; (B) price; (C) qualifications of the bidders, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (D) delivery or completion date; (E) product appearance, workmanship, finish, and overall quality; (F) warranty provisions; and (G) any bid that does not meet the requirements set out in the specifications shall not be considered for the award.

**Sample Viewing**

A sample of the cookbook set will be available for prospective bidders at MDE, Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202 on April 29, 2015, from 9:00 am until 12:00 pm CDT. For questions, contact Becke Bounds at 601-576-4991.

**Firm Bid Price**

The price bid for each item is the full purchase price, material or service costs, and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the bid.

**Liquidated Damages**

Liquidated damages of one percent (1%) of the total bid award amount will be assessed the awarded bidder for each day past the specified delivery dates that the cookbook sets are not delivered to the Office of Child Nutrition (OCN) and the individual school districts. The Mississippi Department of Education has the right to deduct and retain the amount of liquidated damages from payment to the bidder.

**Force Majeure**

The contractor shall not be deemed in default of this Agreement, nor shall it be held responsible for, any interruption or delay in the performance of its obligations due to causes such as: acts of God; acts of war; acts of terrorists; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. The contractor must notify James Hart, Director of Accounting at 601-359-3525 within 15 days after the cause of the delay and take all steps reasonably necessary to mitigate the effects of the force majeure event. If a force majeure event extends for a period in excess of 30 days in the aggregate, either Party may immediately terminate this Agreement upon written notice.

**Order of Communications**

Any and all corrections and changes, clarifications, etc., communicated between MDE and the vendor shall be in writing. Vendor(s) shall assume all risks if acting otherwise. Questions and/or correspondence relating to this bid must be submitted by email to the MDE Purchasing Director at [JThames@mde.k12.ms.us](mailto:JThames@mde.k12.ms.us) with a copy to the MDE Accounting Director at [JHart@mde.k12.ms.us](mailto:JHart@mde.k12.ms.us). The last date to submit questions is May 1, 2015. MDE will provide a written response to all questions by May 4, 2014. The responses will be published as addenda to the specifications and posted on the Mississippi Procurement Technical Assistance Program (MPTAP) website. Addenda must be acknowledged on the last page of the Bid Response Form by filling in the number(s) of the addenda. As information, a copy of relevant questions and responses from the bid of the 2014 cookbooks is provided as Attachment B to these specifications.

**Warranty**

Vendor warrants that all goods and services furnished hereunder shall conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and they shall be free from latent and patent defects in materials, workmanship and title, and shall be free from such defects in design. In addition, the vendor warrants that said goods and services shall be suitable for, and shall perform in accordance with, the purposes for which they are purchased, fabricated, manufactured, and designed or for such other purposes as are expressly specified in this solicitation. The MDE may return any nonconforming or defective items to the vendor or require correction(s) or replacement(s) of the item at any time the defect is discovered, all at the vendor's risk and expense. Acceptance shall not relieve the vendor of its responsibility.

### **Non-Discrimination Clause**

The bidder agrees not to discriminate against any employee or applicant for employment to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, natural origin, age, sex, height, weight or marital status. The bidder further agrees to require similar provisions from subcontractors or suppliers.

### **Indemnification**

The vendor shall protect, defend, and save the MDE, its officials, employees, departments and agents harmless against any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and from suits or charges of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the party or parties by or from any of the acts of the contractor, their employees, or agents; from all liability claims, demands, judgments and expenses to the persons or property occasioned, wholly, or in part, by the acts or omissions of contractor, agents or employees.

### **Suspension and Debarment Certification**

By signing the Invitation for Bid page, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in Federal assistance programs.

### **Payment Terms**

Payment will be made within 45 days after delivery and acceptance of commodities or services under this contract and receipt of a correct invoice. All invoices and payment inquiries must be directed to the MDE, Office of Accounting.

### **Taxes**

The Mississippi Department of Education is a sales tax exempt state agency. The MDE's state sales tax exemption number is LR.11.099. The MDE's tax exempt letter is provided as Attachment C to these specifications.

## **Mississippi Department of Education Printing, Packaging, and Delivery Specifications for *Mississippi Recipes for Success Cookbook Sets***

### **SCOPE**

The MDE, Office of Child Nutrition (OCN), is accepting bids for the printing, binding, packaging and delivery to all school districts in MS and OCN of 1,510 six-volume *Mississippi Recipes for Success* cookbook sets. Each six-volume set contains 634 loose leaf text sheets and 19 dividers distributed among the individual volumes. Of the 634 total numbers of leaf text sheets, 379 sheets are printed on one side only and 255 sheets are printed on both sides. Cookbooks are for use in school foodservice preparation.

### **REQUIREMENTS**

#### **Quotes/Bids**

All quotations and/or bids shall be made for 1,510 cookbook sets of the *Mississippi Recipes for Success* cookbook printed on Synthetic YUPO Original paper, 78# text and 100# cover, and bound in Stride QuickFit D-ring binders. Awarded vendor shall provide "proof of purchase" of required paper prior to printing of cookbook sets.

For the purpose of these specifications, a commodity made from recovered materials must be at least 20% post-consumer waste as defined by EPA and ASTM. Products made from recovered materials will be given a preference in the award procedure as follows:

- (1) The low bid which meets specifications will be determined.
- (2) If the low bid meeting specifications is made from recovered materials, then the award will be made to the vendor offering the low bid.
- (3) If the low bid is not made from recovered materials, then the award will be made to the low bid meeting specifications which is made from recovered materials; provided, however, that the price paid may not be more than 10% higher than the lowest bid received.
- (4) If there are no bids for recycled products within 10% of the lowest bid, then the award will be made to the vendor offering the lowest bid.

#### **Bidder Requirements**

Failure to meet the minimum requirements shall result in bid being disqualified.

1. Bidders responding to this Invitation for Bid (IFB) shall be established vendors regularly engaged in the business of printing high-quality, color publications with at least five (5) years of experience in the printing business.
2. Bidder shall submit (at no cost to MDE) a minimum of two examples of publications produced in bidder's own plant with at least one sample similar in page size and format of the *Mississippi Recipes for Success* cookbook sets.

3. Bidder shall submit a minimum of three (3) references, in the continental U.S., for whom the bidder has produced like or equal publications in technical requirements, quality, and cost within the past two (2) years. When checking such references, any negative response may result in disqualification of the bid. (See References Page)
4. References shall include business name, address, telephone number, and name of individual customer who is familiar with bidder's printing capabilities, description of the print job, completion date and cost.
5. Bidders must, upon request of the State, furnish satisfactory evidence of their ability to furnish commodities or services in accordance with the terms and conditions of these specifications. This may also include the bidder's financial statement. The MDE and DFA - Office of Purchasing and Travel reserve the right to make the final determination as to the bidder's ability.

#### **Set-up**

Production files (complete with all images and text in place) will be delivered in InDesign CS6 or as high-resolution pdf files to the successful vendor by the Office of Child Nutrition's representative. Upon successful completion of the job, the vendor shall return the data files to the MDE, Office of Child Nutrition.

#### **Quantity**

Please bid on the quantity of 1,510 sets of the *Mississippi Recipes for Success* cookbook. Each set will contain six (6) volumes.

#### **Quality of Work**

The vendor shall maintain quality of workmanship. Upon review of the proof, the vendor shall provide all changes necessary to meet specifications with no cost to MDE. All corrections due to vendor's errors are the responsibility of the vendor.

#### **Proof**

Awarded vendor shall provide a pre-press proof and sample of one (1) set, for a total of six (6) binders with inserts (cover wraps, loose leaf pages, dividers) to MDE, Office of Child Nutrition (OCN), Attention: Becke Bounds, 500 Greymont Avenue, Jackson, MS 39202. (physical address) or Becke Bounds, PO Box 771, Jackson, MS 39205-0771 (mailing address). The OCN will respond within three (3) working days to the submitted proof. Shipping and delivery charges are the responsibility of the printer.

#### **Assembly**

Binder #1 – (1" Binder): 72 text sheets (44 printed one side + 28 printed on both sides), 3 dividers; 1 cover-wrap insert  
Binder #2 – (1.5" Binder): 142 text sheets (66 printed one side + 76 printed on both sides); 5 dividers; 1 cover-wrap insert  
Binder #3 – (1.5" Binder): 137 text sheets (34 printed one side + 103 printed on both sides); 4 dividers; 1 cover-wrap insert  
Binder #4 – (1.5" Binder): 166 text sheets (133 printed one side + 33 printed on both sides); 2 dividers; 1 cover-wrap insert  
Binder #5 – (1" Binder): 45 text sheets (32 printed one side + 13 printed on both sides); 2 dividers; 1 cover-wrap insert  
Binder #6 – (1" Binder): 72 text sheets (70 printed one side + 2 printed on both sides); 3 dividers; 1 cover-wrap insert

#### **Delivery Date**

250 *Mississippi Recipes for Success* cookbook sets, shall be printed, bound, packaged, and delivered to the MDE storage facility no later than June 30, 2015, with the remaining sets delivered to MDE and the individual school districts by July 17, 2015. In the event of equipment or power failure, the awarded vendor shall have the backup available to ensure that the listed delivery dates are met.

#### **Delivery/Packaging**

Prices quoted shall be for F.O.B, Destination. Each assembled volume must be shrink wrapped and compactly stacked (alternating spine-to-open-edge thickness) into six-volume sets. Pack one set per double-walled carton, sized appropriately to prevent rubbing. The shipping of 865 cookbooks shall be made to MS school districts by July 17, 2015, with shipping address and number of cookbooks provided in Attachment A. The remaining 635 cookbooks shall be delivered to MDE, OCN's I-55 storage unit 86, located at 840 Foley Street, Jackson, MS 39202-3404 (250 must be delivered by June 30, 2015, and the remaining 395 must be delivered by July 17, 2015). The delivered cookbooks shall be labeled in individual cartons, conservatively stacked on pallets to avoid crushing. The vendor must contact Mrs. Becke Bounds at 601-576-4991 or 601-408-6998 to arrange the delivery to the storage facility.

**Labels** – The exterior of each carton should be clearly labeled to read: **Mississippi Recipes for Success, 2015 Print Edition (Six-Volume Set), Mississippi Department of Education, Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202.**

#### **Assignment**

The awarded vendor shall be responsible for the quality and timeliness of any part of a job subcontracted to another vendor, and for meeting the delivery deadline date of June 30, 2015, for the first 250 cookbook sets and July 17, 2015, for the remainder.

#### **Overruns**

The Mississippi Department of Education will not pay for overruns.

# REFERENCES

## *Mississippi Recipes for Success Cookbook Sets*

Bidder Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Number of years your company has been in business: \_\_\_\_\_

### NOTE

Provide a minimum of three (3) references. All must be from companies to which you have provided goods and/or services similar to those specified herein within the past two years.

### LIST OF REFERENCES

<b>1. Business Name:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Print Job Description:</b>	<b>Date completed:</b> _____	<b>Job Cost:</b> _____
<b>Contact Person:</b>		<b>Telephone Number:</b>
<b>2. Business Name:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Print Job Description:</b>	<b>Date completed:</b> _____	<b>Job Cost:</b> _____
<b>Contact Person:</b>		<b>Telephone Number:</b>
<b>3. Business Name:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Print Job Description:</b>	<b>Date completed:</b> _____	<b>Job Cost:</b> _____
<b>Contact Person:</b>		<b>Telephone Number:</b>

## BID RESPONSE FORM

ITEM NO.	DETAILED SPECIFICATIONS	TOTAL PRICE
<b>Mississippi Recipes for Success Cookbook Sets</b>		
<p>The <i>Mississippi Recipes for Success Cookbook Set</i> is a comprehensive collection of recipes, menus, resources and helpful tools printed on loose-leaf pages, organized by tabbed sectional dividers, and assembled into ring binders, as a six volume set, for use in school foodservice preparation. To promote durability, as much as possible the product is being produced with waterproof materials.</p> <p>A proof of the printed and bound cookbook set will be furnished to the MDE, Office of Child Nutrition for review. The Office of Child Nutrition will have three (3) working days for review and comment or approve of the proof. The proof should be forward to the attention of Becke Bounds, Office of Child Nutrition, 500 Greymont Avenue, Suite F, Jackson, MS 39202. Telephone number 601-576-5000 After the proof has been reviewed and approved, the final printing may begin. Bidder will provide the name of one contact person.</p> <p>Delivery Date: June 30, 2015, for 250 cookbook sets to be delivered to the Office of Child Nutrition            July 17, 2015, for the remaining sets, 395 to the Office of Child Nutrition and 865 to the school districts, the addresses for which are provided in Attachment A.</p> <p>Delivery FOB Destination:            Mississippi Department of Education            Office of Child Nutrition            840 Foley Street            I-55 Storage Unit 86,            Jackson, MS 39205-0771</p> <p>No over runs or under runs will be accepted. <b><u>Total Price must be in bid response.</u></b></p>		
<b>Text Pages</b>		
1.	<p>The one-sided sheets are intermingled with the two-sided sheets. Sheets are to be 3-hole drilled for binder insertion.</p> <p><b>Size:</b> 8.5" x 11"</p> <p><b>Stock:</b> 78# YUPO Original Synthetic Paper</p> <p><b>Number of sheets per cookbook set:</b> 634 loose-leaf text sheets per set– 379 sheets are printed on one side and 255 sheets are printed on both sides. 1510 sets</p> <p><b>Ink Color:</b> 4-color process; no bleeds</p>	\$ _____
<b>Cover-Wrap Inserts</b>		
2.	<p><b>Size:</b> Two sizes (A) 12.5"x 11.125" and (B) 12"x 11.125"</p> <p><b>Stock:</b> 78# YUPO Original Synthetic Paper</p> <p><b>Number of sheets per cookbook set:</b> 6 different cover-wrap inserts (3 of each size A and B) per set, 1510 sets</p> <p><b>Printing:</b> 4-color process; full-bleed, one-side (inks should not adhere or offset to inside of vinyl binder sleeve for cover-wrap.)</p>	\$ _____

<b>Dividers</b>			
3.	<b>Size:</b> 9" x 11" (overall) (8.5" x 11" + half-inch tab) <b>Stock:</b> 100# YUPO Original Cover Stock <b>Count:</b> 19 different dividers per cookbook set, 1510 sets <b>Printing:</b> 4-color process; full-bleed, two-sides; die-cut tabs		\$ _____
<b>Binding</b>			
<b>Binders – STRIDE QuickFit Binders, black, with D-ring and single-sheet cover/spine insert ability</b>			
4.	4,530	each	1.5" Spine binders
			\$ _____
5.	4,530	each	1" Spine binders
			\$ _____
<b>Assembly/Packaging</b>			
6.	Insertion of sheets, dividers and cover-wraps into binders – six binders per cookbook set, 1,510 sets  Shrink wrapping of each individual cookbook volume – 9060 total volumes  Cookbook sets shall be compactly stacked (alternating spine-to-open-edge thickness) and packed one set per double-walled carton, sized appropriately to prevent rubbing.  The exterior of the Individual cartons shall be clearly labeled to read: MS Recipes for Success, 2015 Print Edition (Six-Volume Set), Mississippi Department of Education, Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202  Individual cartons shall be conservatively stacked on pallets to avoid crushing.		\$ _____
<b>Delivery</b>			
7.	Price quoted shall be for F.O.B Destination		\$ _____

**Addenda Acknowledgement: Bidder acknowledges receipt of the following addenda (if any):**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**GRAND TOTAL OF THE BID: \$ \_\_\_\_\_**

**Due to the immediate need, delivery of 250 cookbook sets must be guaranteed to be completed on or before June 30, 2015, with the remainder to be delivered on or before July 17, 2015.**  
**Are you able to meet this deadline Yes \_\_\_ No \_\_\_**

**COMPANY NAME** \_\_\_\_\_

**AUTHORIZED BIDDER'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

School District/Organization	Address	City	State	Zip Code	Administrator		Number Of Sets
Benton Cty Sch Dist	31 Main	Ashland	MS	38603	Lynn	Lunsford	3
South Panola Cons School Dist	209 Boothe Street	Batesville	MS	38606	Rhonda	Robertson	6
Clarksdale Mun Sch Dist	101 McGuire Street	Clarksdale	MS	38614	Shenika	Newson	10
Coahoma AHS	3240 Friars Point Road	Clarksdale	MS	38614	Vera	James	1
Coahoma Cty Sch Dist	1555 Lee Drive	Clarksdale	MS	38614	Eddy	Johnson	5
DeSoto County School District	Five E. South Street	Hernando	MS	38632	Cynthia	Coleman	39
Holly Springs School District	840 Highway 178 East	Holly Springs	MS	38635	Frederick	Prowell	3
Holy Family School- Marshall	395 N. West Street	Holly Springs	MS	38635	Clara	Isom	1
Marshall Cty Public Schools	158 East College Street	Holly Springs	MS	38635	Jo Ann	Mayer	6
Quitman Cty School District	310 Pecan Street	Marks	MS	38646	French	Miller	3
New Albany Schools	203 Hwy. 15 North	New Albany	MS	38652	Margaret	Floyd	4
Union Cty School District	250 Carter Avenue	New Albany	MS	38652	Mary Lou	Dodd	4
Lafayette Cty School District	100 Commodore Drive	Oxford	MS	38655	Mark	Davis	5
Oxford Separate School Dist	224 Bramlett Blvd.	Oxford	MS	38655	Richmond	Smith	6
South Tippah School District	402 Greenlee St.	Ripley	MS	38663	Beverly	Baylis	5
North Panola Cons School Dist	470 Hwy 51 North	Sardis	MS	38666	Pamela B.	George	4
Senatobia Separate School Dist	104 McKie Street	Senatobia	MS	38668	Bobbie	Banks	3
Tate Cty School District	107 Court Street	Senatobia	MS	38668	Amanda	Meredith	4
North Tippah Cons School Dist	24111 HWY 15	Tiptersville	MS	38674	Frances	Cox	5
Tunica Cty School District	744 School Street	Tunica	MS	38676	Mark	Carpenter	6
Greenville Public Schools	412 South Main Street	Greenville	MS	38701	Patricia	Allen	12
Greenville Public Schools	412 South Main Street	Greenville	MS	38701	Patricia	Allen	12
Western Line School District	Hwy. 1, South	Avon	MS	38723	Betsy	Mascagni	3
Cleveland School Dist	500 N. Sharpe Avenue	Cleveland	MS	38732	Krista	Davis	10
Hollandale School District	101 West Washington St.	Hollandale	MS	38748	Joann	Martin	1
Sunflower Cty Consolidated SD	196 S Martin L. King Jr. Dr.	Indianola	MS	38751	Dennis	Johnson	13
Leland School Dist	408 E. 4th Street	Leland	MS	38756	Clara	Adams	2
Unity MB Church Of Elizabeth	185 Napanee Rd.	Leland	MS	38756	George	Mumford	1
North Bolivar Consolidated SD	201 Green St.	Mound Bayou	MS	38762	Rose	Tate	5
West Bolivar consolidated SD	909 Highway 8	Rosedale	MS	38769	Edward	Hill	6
Lee Cty School District	1280 Collegeview Drive	Tupelo	MS	38804	Susan	Killens	12
McDougal Center	2434 S. Eason Blvd.	Tupelo	MS	38804	Jan	Harris	1
Tupelo Public School District	72 S. Green Street	Tupelo	MS	38804	Lynne	Rogers	13
Amory City School	124 North Main Street	Amory	MS	38821	Steve	Stockton	4
Monroe Cty School District	1619 Hwy 25 North	Amory	MS	38821	Christopher M.	Davis	4
Baldwyn Separate School Dist	107 West Main Street	Baldwyn	MS	38824	Eleonor	Ricks	2
Booneville School District	201 North First Street	Booneville	MS	38829	Brenda	Massey	2
Prentiss Cty School Dist	105 N College St	Booneville	MS	38829	Tanya	Morgan	6
Alcorn Cty Sch Dist	31 CR401	Corinth	MS	38834	Peggie	Bundy	7
Corinth School District	1204 North Harper Road	Corinth	MS	38834	Margaret	Simpson	3
Itawamba Cty School District	605 S. Cummings St.	Fulton	MS	38843	Kenny	Coker	7
Chickasaw Cty Sch Dist	510 Griffin Street	Houlka	MS	38850	Cindy	Peden	2
Houston School District	636 Starkville Rd.	Houston	MS	38851	Mary Alice	Marsh	4
Tishomingo Mun Sep School	1620 Paul Edmondson Dr.	Iuka	MS	38852	Teresa	Stanford	8
Nettleton School District	179 Mullen Avenue	Nettleton	MS	38858	Carolyn	Barber	2
Pontotoc City Schools	140 Education Drive	Pontotoc	MS	38863	Dianne	Newsom	4
Pontotoc Cty School District	285 Hwy 15 By-Pass South	Pontotoc	MS	38863	Sylvia	Massey	5
Grenada School District	253 South Main	Grenada	MS	38901	Rita	Bonner	5
Carroll Cty Sch Dist	603 Lexington Street	Carrollton	MS	38917	Sherrri	Blaine	2
East Tallahatchie Cons Sch Dist	411 E. Chestnut St.	Charleston	MS	38921	Angie	Burnett	3
Coffeeville School District	96 Mississippi Street	Coffeeville	MS	38922	Brenda	Shaw	2
Leflore Cty School District	1901 Hwy 82 West	Greenwood	MS	38930	Jacqueline	Howard	5
St. Francis School (Leflore)	2607 Hwy 82 East	Greenwood	MS	38930	Sis. Mary Ann	Tupy	1
Greenwood Public School Dist	401 Howard St.	Greenwood	MS	38930	Yvette	Totten	7
Calhoun Cty School District	2310 Court St.	Pittsboro	MS	38951	Myra	Tims	5
Water Valley School District	544 Market Street	Water Valley	MS	38965	Mike	Robertson	2
West Tallahatchie Cons Sch Dist	Hwy. 49, Sumner	Webb	MS	38966	Ellen	Griffin	3
Montgomery Cty School District	618 Summit St.	Winona	MS	38967	Betty	Forrest	2
Winona School District	301 Fairground Street	Winona	MS	38967	Lovanda	Farmer	2
Humphreys Cty School District	401 Fourth Street	Belzoni	MS	39038	Gail	Griffin	3
Rankin Cty School District	127 B Pleasant Street	Brandon	MS	39042	Pam	Kirby	25
Canton Separate School Dist	403 East Lincoln Street	Canton	MS	39046	Bettye	Hart	8
Leake Cty School District	Courthouse - 115 Main St.	Carthage	MS	39051	Margaret	Beatty	5
Clinton Public School Dist	203 Easthaven Dr.	Clinton	MS	39056	Regina	Duckworth	8
Durant Separate School Dist	5 West Madison St.	Durant	MS	39063	Clara	Ware	1
Jefferson Co School District	942 Main Street	Fayette	MS	39069	Delories	Turner	2
Madison County Schools	117 Fourth Street	Flora	MS	39071	Sharon	Thompson	20
Forest Municipal School Dist	325 Cleveland Street	Forest	MS	39074	Armer	Moore	3
Scott Cty School District	100 East First Street	Forest	MS	39074	Vivian	McGarrity	6
Copiah Co School District	254 West Gallatin St	Hazlehurst	MS	39083	Jimmy	Buchanan	4

School District/Organization	Address	City	State	Zip Code	Administrator		Number Of Sets
Hazlehurst City School Dist	119 Robert McDaniel Dr	Hazlehurst	MS	39083	Mona	Fauver	2
Kosciusko School District	229 W Washington St	Kosciusko	MS	39090	Susan	Byars	5
Attala Cty Schools	Courthouse Building	Kosciusko	MS	39090	Gay	Fancher	4
Holmes Cty School District	313 Olive Street	Lexington	MS	39095	Beatrice	Pritchard	5
Simpson Cty School District	111 Education Lane	Mendenhall	MS	39114	Susan	Warren	7
Natchez-Adams School District	10 Homochitto Street	Natchez	MS	39120	Shantoura	Spears	7
Piney Woods School	5096 Hwy 49 South	Piney Woods	MS	39148	Cathleen	Nixon	1
Claiborne Co School District	404 Market Street	Port Gibson	MS	39150	Ronda	Stacker	3
Smith Cty School District	203 White Oak Ave.	Raleigh	MS	39153	Fleeta	Blackwell	4
Hinds Cty School District	13192 Hwy 18	Raymond	MS	39154	Christell	Hicks	9
Vicksburg-Warren School Dist	1500 Mission 66	Vicksburg	MS	39180	Gail	Kavanaugh	13
Hudspeth Regional Center	Hwy 475 South	Whitfield	MS	39193	Cathy	Craven	1
Yazoo City Municipal Sch Dist	1133 Calhoun Ave.	Yazoo City	MS	39194	Connie N.	Howell	4
Yazoo Cty School District	94 Panther Drive	Yazoo City	MS	39194	Delois	Coleman	4
MS Children's Home Society	1900 N. West Street	Jackson	MS	39202	Tameka	Tobias	1
Jackson Public School Dist	101 Near Street	Jackson	MS	39203	Mary	Hill	60
Hinds County Board of Supervisor	940 E. McDowell Road	Jackson	MS	39204	Toni	Flanagan	1
Pearl Public School District	3375 Hwy 80 East	Pearl	MS	39208	Alyson	Gillum	5
Sis. Thea Bowman Catholic Sch	1217 Hattiesburg Street	Jackson	MS	39209	Shae	Robinson	1
The United Methodist Children' H	805 N Flag Chapel Road	Jackson	MS	39209	Mark	McNair	1
MS Schools For Blind/Deaf	1403 Eastover Drive	Jackson	MS	39211	Tahnya	Tremonte	1
Christians In Action, Inc.	2025 North Siwell Road	Jackson	MS	39212	Annette	Harvey	1
C. M. & I.	3910 Main St.	Jackson	MS	39213	Dr. Mary	Seay	1
Lauderdale Cty School District	410 Constitution Ave.	Meridian	MS	39301	Kaye	Mayatt	9
St. Patrick School	2700 Davis Street	Meridian	MS	39301	Patti	Vogt	1
East MS State Hospital	Magnolia Grove School	Meridian	MS	39304	JoAnn	Knight	1
Kemper Cty School District	200 Philadelphia Road	DeKalb	MS	39328	Amanda	Williams	3
Enterprise Cons School Dist	503 S River Road	Enterprise	MS	39330	Fran	Evans	2
Louisville Mun School District	112 South Columbus Ave	Louisville	MS	39339	Shelia	Reed	6
Noxubee Cty School District	Hwy 14 East	Macon	MS	39341	Mary	Duck	4
Newton Municipal School District	205 School Street	Newton	MS	39345	Louise	McPhee	3
MS Band of Choctaw Indians	Choctaw Tribal Office/141 Industrial R	Choctaw	MS	39350	Olivia	Ben	7
Neshoba Cty School District	1125 Golf Course Rd.	Philadelphia	MS	39350	Donna Gail	Breazeale	4
Philadelphia Public School Dist	248 Byrd Avenue	Philadelphia	MS	39350	Sarah	Hardy	3
Quitman School District	104 East Franklin Street	Quitman	MS	39355	Wendy	Tucker	4
Union Public School District	417 South Decatur St.	Union	MS	39365	Nicki	Tadlock	2
Wayne Cty School District	810 Chickasawhay Street	Waynesboro	MS	39367	Jackie T.	Henry	6
Forrest County School District	400 Forrest Street	Hattiesburg	MS	39401	Kay	Lawler	6
Hattiesburg Separate School Dist	301 Mamie St.	Hattiesburg	MS	39401	Stephanie B.	Hoze	9
MS Natl. Guard Youth Challenge	Building 80, West Jackson Ave.	Camp Shelby	MS	39407	Caroll	Yawn	1
West Jasper Cons Sch Dist	510 Hwy 18 East	Bay Springs	MS	39422	Dawn	Seay	3
Forrest County AHS	215 Old Highway 49 East	Brooklyn	MS	39425	Rogers	Vickie	1
Covington Cty School District	1211 South Dogwood	Collins	MS	39428	Pattye	Graham	6
Columbia School District	613 Bryan Avenue	Columbia	MS	39429	Patty	Farmer	4
Marion Co School District	1010 Hwy 13 North Suite 2	Columbia	MS	39429	Patty	Stringer	3
Jones Cty School District	5204 Hwy 11 North	Ellisville	MS	39437	Lisa	Little	10
East Jasper Cons Sch Dist	714 North Pine Street	Heidelberg	MS	39439	Kimberly	Pierce	2
Laurel School District	303 West 8th Street	Laurel	MS	39440	Lela	Bynum	7
Greene Cty School District	528 Oak Street	Leakesville	MS	39451	Elisabeth	Hollinghead	6
George County Schools	5152 Main Street	Lucedale	MS	39452	Alisa	Jordan	8
Perry County Schools	105 Main Street	New Augusta	MS	39462	Pamela	Prine	4
Petal School District	613 South Main Street	Petal	MS	39465	Daniel	Dillstone	5
Picayune School District	706 Goodyear Boulevard	Picayune	MS	39466	Debra	Byrd	9
Poplarville Sep School District	804 South Julia Street	Poplarville	MS	39470	Gwen	Seal	4
Jefferson Davis Co School District	1025 Third Street	Prentiss	MS	39474	Cindy	Daley	4
Richton Separate School District	701 Elm Street	Richton	MS	39476	David	Shepard	1
Gulfport Separate School District	2014 Pass Road	Gulfport	MS	39501	Debbie	Chatagnier	10
Harrison Cty School District	11072 Hwy. 49	Gulfport	MS	39503	Wanda	Salley	22
St. James Elementary School	603 West Ave.	Gulfport	MS	39507	Jennifer	Broadus	1
Biloxi Public School District	160 St. Peter St.	Biloxi	MS	39530	Dixie	Eleuterius	7
Hancock Co School District	17304 Highway 603	Kiln	MS	39556	Karen M.	Lichtenstein	6
Long Beach School District	19148 Commission Rd.	Long Beach	MS	39560	Deedee	Hurt	5
St. Vincent De Paul	4321 Espy Avenue	Long Beach	MS	39560	Nicole	Verdigets	1
Moss Point School District	4924 Church Street	Moss Point	MS	39563	Jessica	McCovery	4
Ocean Springs School District	2300 Government Street	Ocean Springs	MS	39564	Gayle	Schultz	6
St. Alphonsus School	504 Jackson Avenue	Ocean Springs	MS	39564	Rebecca	Robertson	1
Jackson Cty School Dist	4700 Colonel Vickrey	Vancleave	MS	39565	Lark	Christian	13
Jackson County Youth Court	4903 Telephone Road	Pascagoula	MS	39567	Cynthia	Wilson	1
Pascagoula Separate School Dist	1006 Communny Ave.	Pascagoula	MS	39567	Ashley	Harris	18
Pass Christian Sep School District	6457 Kiln-DeLisle Road	Pass Christian	MS	39571	Sandra	Isabelle	3

## ATTACHMENT A

School District/Organization	Address	City	State	Zip Code	Administrator		Number Of Sets
Stone County Schools	214 Critz Street	Wiggins	MS	39577	Myra	Rayburn	4
Resurrection Catholic	3704 Quinn Drive	Pascagoula	MS	39581	Angela	Comeaux	2
Brookhaven School District	326 E. Court Street	Brookhaven	MS	39601	Tonya	McSweyn	6
Lincoln County School District	233 East Monticello Street	Brookhaven	MS	39601	Jeremy	Berry	4
MS School Of The Arts	308 West Cherokee	Brookhaven	MS	39601	Cindy	King	1
Lincoln County School District	233 East Monticello Street	Brookhaven	MS	39601	Jeremy	Berry	4
Amite Co School District	533 Maggie Street	Liberty	MS	39645	Benita	McKey	2
McComb School District	695 Minnesota Ave.	McComb	MS	39648	Sue Ellen	Codding	6
South Pike Cons Schl District	250 West Bay Street	Magnolia	MS	39652	Carrie	Christian	3
Franklin Co School District	41 First Street	Meadville	MS	39653	Susan	Cummins	2
North Pike School District	1036 Jaguar Trail	Summit	MS	39666	Kim	Phillips	3
Walthall County Schools	814 Morse Avenue	Tylertown	MS	39667	Vicki	Davis	5
Wilkinson Co Christian Academy	2420 Hwy 61 South	Woodville	MS	39669	Cindy	Wisner	1
Lowndes Cty School District	1053 Hwy 45 South	Columbus	MS	39701	Betty	Clinton	7
Aberdeen School District	115 North Long Street	Aberdeen	MS	39730	Barbara	Vasser	3
Choctaw Cty School District	19 East Main St.	Ackerman	MS	39735	Judy	Black	4
Webster Cty School District	95 Clark Ave.	Eupora	MS	39744	Amy	Rollins	4
French Camp Academy	One Fine Place	French Camp	MS	39745	Brian	Bol	1
Oktibbeha Cty School District	106 West Main Street	Starkville	MS	39759	Darnell	Boyd	4
Starkville School District	401 Greensboro Street	Starkville	MS	39759	Alma Ginny	Hill	5
Clay Cty School Dist	205 Court Street	West Point	MS	39773	Anna	Owens	1
West Point School District	429 Commerce Street	West Point	MS	39773	Susannah	Walker	8

**Question 1:** Does it matter if the binder is standard O ring or a D ring?

**Answer 1:** *The preferred binder ring is the "D" ring.*

**Question 2:** Should the interior text pages be three (3) holes drilled and inserted into the binder?

**Answer 2:** *Yes, pages must be three (3) holes drilled and inserted into the binders.*

**Question 3:** Can a substitute paper be submitted for consideration?

**Answer 3:** *No, this is a brand specific IFB. Only bids for the specific brands will be considered.*

**Question 4:** Do the divider sheets have a colored Mylar reinforcement on the actual tab?

**Answer 4:** *No, we are not requesting colored Mylar reinforcement on the actual tabs.*

**Question 5:** Do the interior pages or tab sheets have any type of Mylar reinforcement running along the 11" side to prevent the drill holes from stretching or tearing?

**Answer 5:** *There is no request for reinforcement*

**Question 7:** What is the purpose of the cookbook?

**Answer 7:** *To help child nutrition programs that offer the National School Breakfast and Lunch Programs in Mississippi meet the required federal and state nutrition standards for these programs; it is a tool that school nutrition professionals can use to prepare and serve USDA reimbursable meals to students.*

**Question 8:** How will it be used?

**Answer 8:** *It is designed to be used daily in all preparation kitchens operating under the National School Lunch and Breakfast Programs regulations. Utilizing the cookbook assures the program director that they are meeting current USDA Child Nutrition Program meal pattern nutrition standard requirements.*

**Question 9:** Where will it be used (specific location to food if applicable)? If applicable then should not FDA compliant inks be a part of the specs?

**Answer:** *This tool will be used in the production kitchens that operate USDA FNS Child Nutrition Programs. Second part- NO*

**Question 10:** What is the life expectancy of the cookbooks?

**Answer 10:** *Five Years (A variance in the life expectancy could occur due to USDA Child Nutrition Program regulations and Mississippi Department of Education Office of Child Nutrition Statewide Purchasing products).*

**Question 11:** Cover wraps. Specs are not clear, 6-different cover wraps (3 of each size binder). Does that make it a total of 15 different cover wraps or is that front/back and spine per each?

**Answer 11:** *There will be one cover wrap insert for each binder, for a total of six different cover wraps (one for each binder). The cover wrap insert wraps around the front, back and spine of each binder. There are two sizes of binders*

**Question 12:** Confirm cover wrap size of 12.5x11.125. Does that include the spine?

**Answer 12:** *Yes, that is the cover wrap size and yes, it includes the spine.*

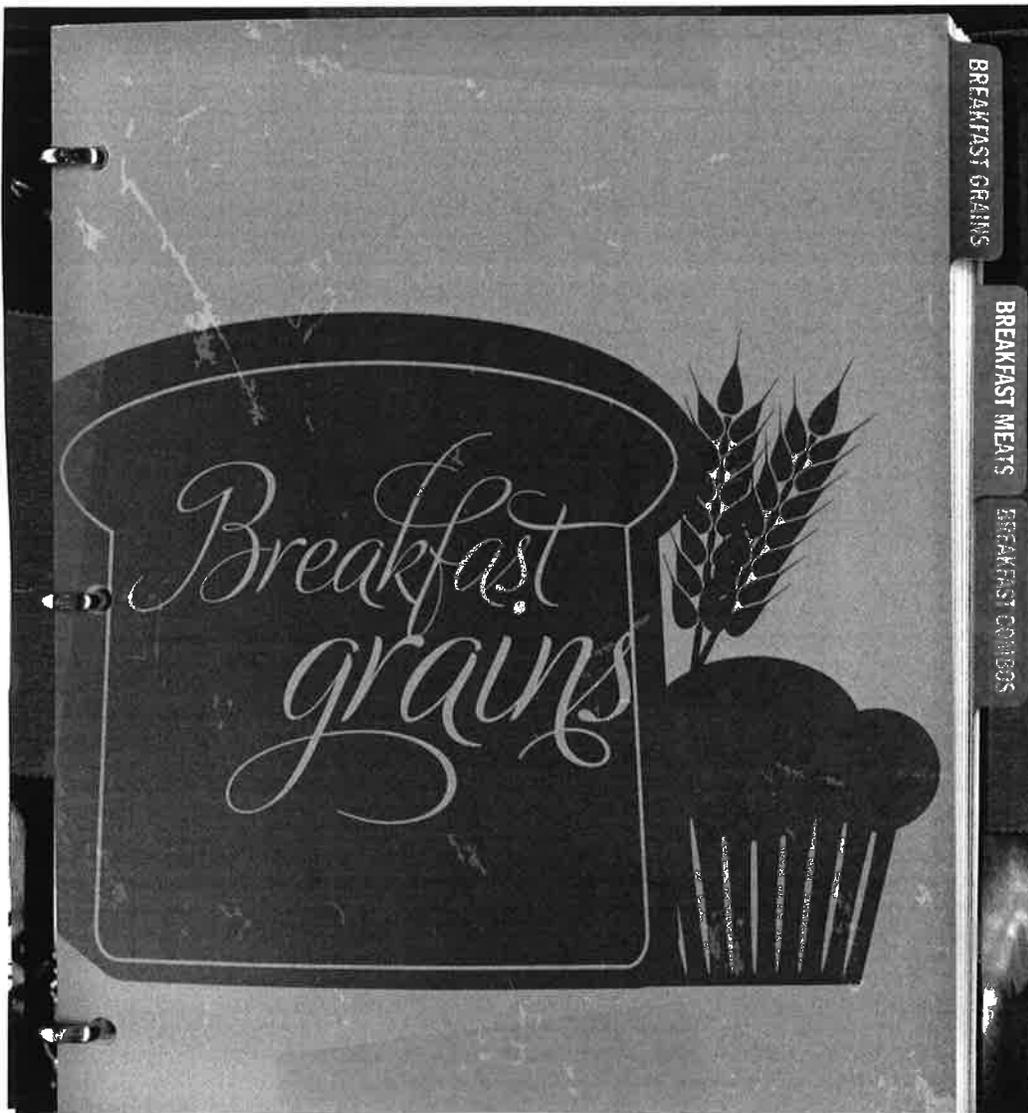
**Question 13:** In the event of an Addendum will the response date be extended?

**Answer 13:** *No, this is a time sensitive IFB due to the scheduled training for school districts.*

**Question 14:** How many tabs per row or bank? For example, if the tabs are a one third cut, it is a bank or row of three.

**Answer 14:** *(See attached snapshot of dummy illustrating a binder with only two tabs.)*

*The custom die cut tabs will be 1/2 inch wide x 2.2 inches long in banks of 5. Only the tabs will extend beyond the 8.5" x 11" sheets they separate. After die cut, the overall divider size will be 9"x11". All binders will begin with bank position #1; not all binders have the same number of dividers; see page 4 of IFB "Assembly (approximate page-counts for dividers)".*





— DEPARTMENT OF —  
**REVENUE**  
STATE OF MISSISSIPPI

ATTACHMENT C

SALES AND USE TAX BUREAU

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April 11, 2011

Mississippi Department of Education  
Attn: James A. Hart, Bureau Director  
Post Office Box 771  
Jackson, Mississippi 39201

Reference: Sales Tax Exemption  
File No: LR.11.099

Dear Mr. Hart:

This is in response to your letter of March 23, 2011 in which you asked that we provide you with a statement verifying the Mississippi Department of Education's exemption from sales and use tax. Your request has been assigned the file number listed above. Please use this number in any further correspondence with the Mississippi Department of Revenue concerning this request.

After a search of the applicable statutes, this is to confirm that the Mississippi Department of Education does qualify for sales tax exempt status pursuant to Miss. Code Ann. §27-65-105(a). This Section provides that sales of tangible personal property or services made to the United States Government, the State of Mississippi and its' departments, institutions, counties and municipalities or departments or school districts of said counties and municipalities are exempt from sales taxes. **As a prerequisite to exemption, the sale of property or charge for services must be sold directly to, billed directly to, and paid for directly by the exempt entity.**

This exemption does not apply to sales of tangible personal property or services to contractors purchased in the performance of contracts with the exempt entity, nor the employees of the exempt entity, although the contractor or employee may be reimbursed for the expense by the exempt entity. Furthermore, this exemption does not apply Contractors Tax levied by Miss. Code Ann. §27-65-21.

You may use a copy of this letter in order to substantiate the Mississippi Department of Education's exempt status. I trust that this is the information you were requesting. Should you have any additional questions, feel free to contact this office at (601) 923-7015.

Under Miss. Code Ann. §27-65-85(a), it shall be unlawful for any person to use an exemption authorized under the Sales Tax laws for the purpose of avoiding the payment of tax the person is required to pay by law. Any person violating this provision shall be guilty of a misdemeanor and, on conviction thereof, shall be fined not more than Five Hundred Dollars (\$500.00), or imprisoned not exceeding six (6) months in the county jail, or punished by both such fine and imprisonment, at the discretion of the court.

This letter ruling is based on the specific facts and circumstances that you communicated to the Mississippi Department of Revenue. This ruling is not binding on the Department of Revenue if these facts and circumstances are inaccurate, contain a material omission of a relevant fact or facts to the issue(s) presented or if such facts and circumstances change. This letter ruling is also only valid for seven (7) years from the date of this letter. At the end of this seven (7) year period, you are free to update your information and request another letter ruling if you wish. This ruling is only applicable to you or to your client if you are requesting this ruling on behalf of another and can only be relied upon by the person for whom the ruling was requested.

If the facts and circumstances presented in your request are accurate, complete and do not change for the seven (7) year period indicated above, the person for whom it was requested can rely upon this ruling unless and until there is a change in the law or regulation or the issuance of judicial decision that indicates that the ruling is no longer correct or the Department of Revenue retracts the ruling. The Department of Revenue does reserve the right to retract this ruling if it later determines on its own review that the ruling is wrong. Such a retraction would be in writing and the effect of the retraction would be prospective from the date of the retraction letter.

Sincerely,



Phillip Griffin, Auditor  
Mississippi Department of Revenue  
Sales and Use Tax Bureau