# HUDSPETH REGIONAL CENTER

Michael E. Harris, M.Ed.
Director

100 Hudspeth Center Drive
Post Office Box 127-B
Whitfield, Mississippi 39193

(601) 664-6000
Fax: (601) 354-6945

INVITATION TO BID

HUDSPETH REGIONAL CENTER is accepting bids for the following:
BEVERAGE CONTRACT

Sealed bids for this service will be accepted at the Business Office of Hudspeth Regional Center until **2:00 p.m. on Thursday, September 1st 2016.** Bids will be publicly opened at 2:00p.m. on this date. Bids may be submitted by mail to the following address: Hudspeth Regional Center P.O. Box 127-B, Whitfield, MS 39193 ATTN: Janice Fitten.

**BIDS REQUIREMENTS**

1. Bids must be submitted on this form otherwise the bid may be subject to rejection. Sealed bids must be received no later than 2:00p.m., Thursday, September 1st, 2016 in the Business Office of Hudspeth Regional Center, 100 Hudspeth Center Drive, Whitfield, MS 39193. Bids may be mailed to Hudspeth Regional Center P.O. Box 127B, Whitfield, MS 39193 ATTN: Janice Fitten.
2. Bids must be signed and sealed with bidder's name and address on the outside of the envelope. The above bid title "Beverage Contract" and date of the bid opening (September 1, 2016) must appear on the front of the envelope in which the bid is submitted. It is required that all bids be completed in ink or typed.
3. Any bid may be withdrawn prior to the above schedule time for opening of bids or authorized postponement thereof. Any bid received after specified time will not be considered.
4. Hudspeth Regional Center reserves the right to reject any and all bids, in whole or in part, to waive minor informalities, and unless otherwise specified by the bidders, to accept any items on the bid. Also the right is reserved to waive minor defects which do not affect the price, quality, delivery, or performance time of the services or goods being provided. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that HRC shall have sixty (60) days to accept.
5. The successful bidder shall indemnify and save harmless the State of Mississippi and all state officers, agents and employees from all suites or claims of any character brought by reason of infringing on and patent trade mark or copyright.
6. Hudspeth reserves the right to terminate the contract at its discretion, when the bidder fails to perform to the agreed upon specifications. This agreement may be terminate by either party by giving thirty (30) days prior written notice. If a contract is canceled because of the awarded vendor's failure to perform or vendor's request for a price increase, that vendor shall be removed from our bidder's list for a period of 24 months.

7. Bid openings will be open to the public. All bidders are invited to attend the bid opening to review the submitted bids. 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 and prior to award, the bids will be considered to be in the evaluation process and will not be available for review by bidders.
8. It will be presumed at the time of the bid opening that all bidders are familiar with the documents and specifications and/or items involved in the bid. Failure to examine any drawings, specifications, and instructions will be at bidder's risk. 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 purchasing office at least ten (10) days prior to the bid opening. Questions, and/or requests for clarifications may be faxed to 601-354-6945. Inquiries by telephone will not be answered.
9. If any questions or responses required revision to the solicitation as originally published, such revisions will be by formal amendment only. Any and all interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed to all document holders no later than five (5) days prior to the date fixed for the opening of the bids. Should it become necessary to issue an amendment within the five (5) day period prior to the bid opening, the bid opening date will be reset giving bidders sufficient time to answer the addendum. Any addenda issued before or during the time of bidding will be included in the proposal and become a part of the bid specifications.
10. The vendor agrees that submission of a signed bid form is certification that the vendor will accept an award made to it as result of the submission.
11. Invoices are to be billed to Hudspeth Regional Center P.O. Box 127 –B, Whitfield, MS 39193 ATTN: Accounts Payable. Payments by state agencies using the Mississippi Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Vendor's choice. The State requires the Vendor to submit invoices electronically through the term of the agreement. Vendor invoices shall be submitted to the state agency using the process and procedures identified by the State. The Vendor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
12. HRC agrees to make payment in accordance with Mississippi Law on "Timely Payments for Purchases by Public Bodies," Sections 31-7-301, et seq. of the 1972 MS Code Annotated, as amended, which generally provides for payment by HRC within forty-five (45) days of the date the invoice is received and the goods are inspected and accepted as satisfactory.
13. Award Criteria. Award will be made to the lowest and best bid. Factors to be considered in determining the best bid include: (1) Total Cost (2) Conformity to Specifications (3) Responsibility of Bidder (4) Responsiveness of Bidder.
14. Questions or problems arising from bid procedures or subsequent order and delivery of service procedures should be directed at Janice Fitten, Purchasing Agent, HRC 601-664-6048.

HUDSPETH REGIONAL CENTER
P. O. Box 127-B
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BEVERAGE CONTRACT/HUDSPETH REGIONAL CENTER MAIN CAMPUS

Sealed bids will be received in the Business Office of HRC for a beverage contract to be effective Sept 8, 2016 through June 30, 2017. All items must be f.o.b. institution. All items must be fresh. Quantities are estimated monthly and not guaranteed. All items must meet the specifications. All bid prices must stand firm for the duration of the contract period. All necessary fountain and juice equipment will be furnished to the cafeteria and nine (9) cottages on loan. The equipment will be installed and serviced with no cost to Hudspeth Regional Center. The machine should be available with six, eight, or ten UF-1 sanitary lever or push buttons. Cup clearance should be 10". Ice used to cool cold plate should be separate from ice dispensed into cups. Four Flavor Post Mix juice dispensers for each of the 9 cottages. Each case of juice contains 3-gallon containers of concentrated juice. The successful vendor also will donate canned drinks for two events yearly.

| Quantity | Unit | Item | Unit Price | Total Price |
|---|---|---|---|---|
| 8 | case | Orange juice | $_____ | $_____ |
| 10 | case | Apple juice | $_____ | $_____ |
| 10 | case | Cranberry juice | $_____ | $_____ |
| 7 | case | Grape juice | $_____ | $_____ |

6 different brand name colas 5 gallon $_____ 3 gallon $_____

Approximate Delivery schedule: Monday, Wednesday, Friday. Delivery MUST be between 7am and 2:30pm.

_____ _____
Signature Date

_____ _____
Print Name Title

_____ _____
Address Phone Number

_____ _____
Vendor Name