



DESOTO COUNTY SCHOOLS

5 East South Street • Hernando, Mississippi 38632
662-429-5271 • fax 662-429-4198 • Website: www.desotocountyschools.org

"EXCELLENCE IS A COMMITMENT"

May 18, 2018

NOTICE TO BIDDERS

Sealed bids will be received by the DeSoto County Board of Education, DeSoto County Schools, at the Superintendent's Office at 5 East South Street, Hernando, Mississippi, until 9:00 a.m., June 8, 2018, for soccer field sports lighting relocation from Horn Lake Intermediate to Olive Branch Middle for the DeSoto County School District. Bid #242-FLR-DCS-19

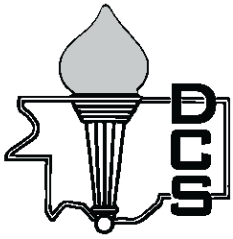
Specifications are on file at the office of the Superintendent. To receive a copy of the specifications please contact the Purchasing Department at 662-449-7227, by fax 662-449-7242, by email: melissa.thomas@dcsms.org.

Official bid documents can also be downloaded from Central Bidding at www.centralbidding.com. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The contract will be awarded to the lowest responsible bidder. The DeSoto County School District reserves the right to waive any informalities and to reject any or all bids.

/s/ Cory Uselton
Superintendent of Education

To be published: May 22, 2018
 May 29, 2018



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BID NOTICE

TO: PROSPECTIVE BIDDER

FROM: MELISSA THOMAS
DESOTO COUNTY SCHOOLS
5 EAST SOUTH STREET
HERNANDO, MS 38632
662-449-7227

ISSUE DATE: May 22, 2018

REQUEST FOR BIDS

BID OPENING

DATE: FRIDAY JUNE 8, 2018
TIME: 9:00 a.m., CST
LOCATION: DESOTO COUNTY SCHOOL DISTRICT
5 EAST SOUTH STREET
HERNANDO, MS 38632

BID ITEMS

BID NUMBER: #242-FLR-DCS-19
ITEM DESCRIPTION: SOCCER FIELD LIGHTING RELOCATION FROM HORN LAKE
INTERMEDIATE TO OLIVE BRANCH MIDDLE

PROCUREMENT SCHEDULE:

Public Notice to Newspaper	May 21, 2018
Newspaper Run Dates	May 22 & 29, 2018
Release of Bid	May 22, 2018
Bid Deadline/Open	Friday June 8, 2018 @ 9:00 a.m., CST
Approval by Board	Thursday June 21, 2018

Sealed/Electronic bids will be received by the DeSoto County School Board of Education, 5 East South Street, Hernando, MS 38632 or www.centralbidding.com, at the date and time specified on the BID NOTICE, at which time all bids will be publicly opened and read. Neither dating of the bid form, nor placing it in the mail by this date will meet legal requirements. All bids must be received at the Board of Education or www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The DeSoto County School Board of Education reserves the right to reject any and/or all bids received and to waive any and all informalities.

1. If submitting a paper bid, all bids shall be typed. Any changes that are made must be initialed. No changes shall be allowed after the bids are publicly opened. The DeSoto County School District shall not be responsible for any errors or omissions. Bids may be hand delivered, mailed or submitted electronically. Paper bids must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:

Attn: Melissa Thomas

Soccer Field Lighting Relocation from HLI to OBM

#242-FLR-DCS-19

June 8, 2018

Name of company or person submitting bid

2. Any bids received after the bid opening date and time shall be refused and marked "Late Bid" and returned to the bidder unopened. For this purpose the official time for the bid opening shall be based upon the time as indicated by the Purchasing Department.
3. Bids may be modified or withdrawn by written notice from the Bidder, if received by the Purchasing Department prior to the date and time set forth in the BID NOTICE. **In order to modify a bid, the bidder must submit a new bid with the words "Modified Bid" shown in the lower left corner of the sealed envelope or shipping box.** The original bid remains the property of the DeSoto County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws a bid, all bid documents shall remain the property of DeSoto County School District.
4. All items contained in this bid are to be per specifications. All bids shall be submitted exclusive of all taxes. Documentation of tax exemption will be furnished when necessary.
5. Proposal Security in the form of Certified Check or Bid Bond in the amount equal to at least (5%) five percent of Base Bid must accompany proposal.

ADDITIONAL INSTRUCTIONS:

SPECIFICATIONS AND BID FORM:

Paper bids shall be submitted on the supplied proposal form, electronic bids shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied proposal form, the District reserves the right to reject the bid.

ACCOUNTING PRACTICES:

The DeSoto County School District requires that Purchase Orders be issued before any items are ordered or delivered. The DeSoto County School District shall not be responsible for any products delivered without an approved Purchase Order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery.

The awarded vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

BUDGETARY CONSTRAINTS:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

GOVERNING LAW:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be DeSoto County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

W-9 Form:

The DeSoto County School District requires the attached W-9 Form to be completed and included in your bid submission.

INSURANCE REQUIREMENTS:

The DeSoto County School District requires a current copy of Liability and Workman's Compensation Insurance be included in your bid submission.

I/We propose to furnish and deliver the items on the proposal form according to your specifications at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.

This bid consist of the (A) BID NOTICE (B) BID INSTRUCTIONS, (C) SPECIFICATIONS AND PROPOSAL FORM.

I/We, the undersigned, do hereby understand and accept the following instructions under which this bid is being submitted.

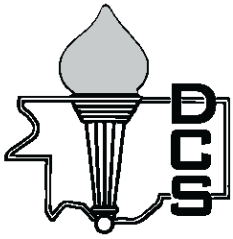
_____ (Company Name)	_____ (Signature)
_____ (Address)	_____ (Name – typed)
_____ (Federal ID Number)	_____ (Title)
_____ (Telephone)	_____ (Date)
_____ (Email)	_____ (Fax)

If applicable, please acknowledge acceptance of addenda issued by checking below:

Addendum 1____ **Addendum 2**____ **Addendum 3**____ **Addendum 4**____

Did you include the completed W-9 Form? Yes____ **No**____

RETURN THIS COMPLETED FORM WITH YOUR BID



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Soccer Field Lighting Relocation from Horn Lake Intermediate to Olive Branch Middle
Bid# 242-FLR-DCS-19
Bid Date: June 8, 2018

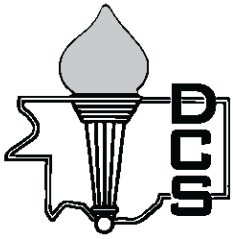
Specifications

Horn Lake Intermediate School:

- Excavate around poles and service equipment for removal
- Crane Rental
- Take down (4) existing sports lights
- Pull up existing distribution equipment rack
- Dis-Assemble fixtures and ballast boxes for transportation
- Load and transport poles, fixtures and service equipment to Olive Branch Middle School
- Repair Field

Olive Branch Middle School:

- Crane Rental
- Take down and remove existing wooden sports lighting poles and fixtures
- Re-lamp (36) light fixtures
- Re-Assemble fixtures and ballast boxes on lighting poles
- Re-Install sports lighting poles
- Re-Install service equipment
- Extend underground 480v 3phase service to overhead transformer bank
- Replace (3) 100amp 3-pole 480v breakers
- Extend underground circuits to lighting poles
- Ground lighting poles
- Repair field
- Re-Aim and check lighting levels



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Soccer Field Lighting Relocation from HLI to OBM
Bid #242-FLR-DCS-19
Bid Date: June 8, 2018 @ 9:00 a.m.

I/We propose to furnish materials, equipment, and labor for the soccer field lighting relocation from HLI to OBM as stated in the specifications for the amount of:

\$ _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

By: _____

(Signature)

(Printed Name)

Title: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.