

November 6, 2019

MEMORANDUM

TO: Vendors of Goods and Services

FROM: Lesa Hardin
Director of Finance/City Clerk

SUBJECT: Sources of Supply for the Electric Department

The City of Starkville, Mississippi will receive **sealed bids** for **Sources of Supply** for the **Electric Department**.

All bids should be submitted to the Office of the City Clerk, Attn: Lesa Hardin, 110 West Main Street, Starkville, MS 39759, by 10:00 a.m. on December 18, 2019. The bid container must be marked "**SOURCES OF SUPPLY-SED due December 18, 2019**".

Questions concerning this bid request should be addressed to:
Terry Kemp, General Manager, Electric Department at (662)323-3133

The City will appreciate receiving a bid from you. If we can be of any assistance to you in this regard, please do not hesitate to contact us at (662)323-2525.

2020 SOURCES OF SUPPLY
THE CITY OF STARKVILLE, MISSISSIPPI
GENERAL BID REQUIREMENTS

SPECIAL NOTE: Please read the following information carefully. Failure to conform to the General Bid Requirements may result in rejection of a bid.

1. All bids must be submitted on the standardized bid form provided. Further, the firm supplying the quotation should include the name of their firm on:
 - a. Each page of the bid form utilized in the quotation (it is not necessary to return the unused portion of this bid packet).
 - b. On any literature (i.e., manufacturer specifications, brochures, etc.) that may be included with the bid.
2. The notation, "**Sources of Supply-SED**," must appear on the outside of the envelope or other container in which the bid is submitted.
3. Bids shall be submitted by **10:00 a.m., December 18, 2019**, in order to be considered. No bid shall be withdrawn after the scheduled date and time of the opening of bids without the written consent of the City of Starkville.
4. Prices submitted must be firm and all bid quotations shall be valid for the Period beginning January 1, 2020 through June 30, 2020, unless otherwise specified.
5. The City reserves the right to extend this contract, or any portion thereof, into the next year if the prices quoted by that vendor remain the same for the extended period. This provision will only be exercised if circumstances beyond the control of the City inhibit total contract renewal.
6. The bidder is responsible for verifying receipt by this Office of their bids; however, verification is not a requirement for inclusion in the process.
7. All bids shall be net, F.O.B. Starkville, Mississippi, with transportation charges pre-paid by the vendor.
8. Manufacturers' brand names or part numbers are shown only to describe the item and to determine a level of acceptable quality. The City will accept bids for items which are equal or superior to those named.

9. The City reserves the right to total subdivisions of a numbered category to determine the lowest and best bid.
10. The City does not guarantee the purchase of any specific quantities of the items listed. Purchases will be made to cover requirements as they arise during the contract period.
11. Where specifications are not spelled out, the industry standard for that type and size item prevails.
12. The City will tabulate bids, select successful vendors, and mail a bid tabulation to all participating vendors as soon as practicable.
13. The City reserves the right to reject any or all bids when such rejection is deemed in the best interest of the City.
14. The City is unable to furnish copies of bid tabulations from previous years.
15. Minor deviations from exact sizes, dimensions, measurements, etc. may be accepted on items bid, at the discretion of the department head. Any such deviation must be noted on the bid form by the vendor.
16. If a contractor intends to apply a noted exception to a particular project, the City must be notified prior to commencement of the project.
17. All contractors are required to submit proof of liability and workmen's compensation coverage for their employees with their bid.
18. The City reserves the right, based on its own discretion, to purchase from the next low bidder if the low bidder is unable to deliver goods within a reasonable amount of time as determined by the City based on its immediate needs or customary circumstances.
19. Invoices will be paid by the City within 45 days of receipt of invoice and/or goods, whichever is the latter. Items purchased must have been received **prior** to payment.
20. An authorized signature **must** be included on the bid form.

**CITY OF STARKVILLE, MISSISSIPPI
ELECTRIC DEPARTMENT**

Sealed bids will be received at the City Clerk's Office, 110 West Main Street, City Hall, Starkville, Mississippi 39759, until 10:00 a.m. on December 18, 2019 for:

SOURCES OF SUPPLY – ELECTRIC DEPARTMENT

At which time they will be opened publically and read. Bid preparation will be in accordance with General Bid Requirements / Instructions to Bidders located in bid package. A complete bid package may be obtained from:

City Clerk's Office
Attn: Sources of Supply - Electric Department
110 West Main Street
Starkville, MS 39759
Phone: (662)323-2525 ext. 3106

This information may also be retrieved from the city web site: www.cityofstarkville.org