

**REQUEST FOR
Unpriced Technical Proposals
To provide**

**ONE (1) TO SIX (6) NEW, UNUSED POLICE PURSUIT SUV
VEHICLES (NON-EQUIPPED)
FOR THE BAY ST. LOUIS POLICE DEPARTMENT**

**A Reverse Auction for
The City of Bay St. Louis,
Mississippi**

Publication Dates: November 28, 2024 and December 5, 2024

Un-Priced Responses Due: December 17, 2024, at 8:30 AM

Reverse Auction: December 17, 2024, at 1:00 PM

ADVERTISEMENT FOR PROPOSALS

Notice is hereby given that the City of Bay St. Louis, Mississippi will receive unpriced technical proposals to prequalify vendors for:

**ONE (1) TO SIX (6) NEW, UNUSED POLICE PURSUIT SUV
VEHICLES (NON-EQUIPPED)
FOR THE BAY ST. LOUIS POLICE DEPARTMENT**

The deadline for receipt of unpriced technical proposals is **December 17, 2024, at 8:30 AM**, local time. Unpriced proposals, including the Specification Response Form and all other documents, shall be submitted electronically at www.centralbidding.com.

Pursuant to MS Code 31-7-13 and House Bill 1109, this commodity will be procured through a multi-step procurement process, including a Reverse Auction. In Phase One, unpriced technical proposals are evaluated for potential acceptability based upon pre-determined criteria. In Phase Two, only those bidders whose technical proposals are determined acceptable shall be invited to provide priced bids for consideration. The City of Bay St. Louis encourages vendor participation in this multi-step process. Complete instructions are provided in the specifications package.

Specifications and detailed instructions regarding the bid process may be obtained by visiting the website www.centralbidding.com. Specification response forms, along with all other required information detailed in the bid instructions should be submitted no later than **8:30 AM on December 17, 2024**, per the detailed bid instructions. Unpriced Specification Response submissions will be evaluated, and vendors meeting the required specifications will be invited to participate in the **Electronic Reverse Auction process on December 17, 2024, at 1:00 PM**. The City of Bay St. Louis reserves the right to extend the auction date, if necessary, to complete the pre-qualification process. Pricing will only be accepted from qualified bidders during the reverse auction process. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

The City of Bay St. Louis is an equal opportunity employer and hereby notifies all bidders that it will affirmatively ensure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, disability or national origin in consideration for an award.

The City of Bay St. Louis reserves the right to reject any and or all bids, waive technicalities, informalities or irregularities in the bids received, solicit new bids or to choose that bid which is deemed to be in the best interest of the City of Bay St. Louis.

Michael Reso, City Clerk

Publishing Dates: November 28, 2024 and December 5, 2024

INFORMATION FOR BIDDERS

ONE (1) TO SIX (6) NEW, UNUSED POLICE PURSUIT SUV VEHICLES (NON-EQUIPPED) FOR THE BAY ST. LOUIS POLICE DEPARTMENT

I. General Bidder Requirements/Information

The City of Bay St. Louis, Mississippi is looking to purchase:

ONE (1) TO SIX (6) NEW, UNUSED POLICE PURSUIT SUV VEHICLES (NON-EQUIPPED) FOR THE BAY ST. LOUIS POLICE DEPARTMENT

The City of Bay St. Louis, Mississippi will accept un-priced proposals for pre-qualification until **December 17, 2024, at 8:30 AM**, local time (CST). The unpriced specification responses must be submitted electronically at www.centralbidding.com. The responses will be evaluated, and vendors meeting the required specifications will be invited to participate in the online reverse auction process on **December 17, 2024, at 1:00 PM**, local time (CST). All unpriced proposals must be equal in performance and quality to the specifications.

1. The City of Bay St. Louis reserves the right to reject any and all bids, to waive any informalities in the bid, or award the bid to whomsoever they may choose.
2. The specifications, as stated, are minimum requirements and may be exceeded by the bidder. Additional consideration may be given for exceeding the minimum requirements, and all bids will be evaluated against the specifications set forth in this bid package.
3. A manufacturer's part or item numbers may be shown only to describe the item and to determine the level of acceptable quality. Other manufacturer's "equal" items may be bid. The acceptance of "equal" items lies with the City of Bay St. Louis whose decision shall be final. All items shall be delivered FOB to the location specified on the purchase request in Bay St. Louis, Mississippi.
4. All bid prices shall be net, FOB destination, with transportation charges prepaid by vendor.
5. Delivery will be a consideration in the awarding of this bid.
6. The burden of proof of specifications is the responsibility of the bidder.
7. The City of Bay St. Louis will reject any and all bids that include an escalation charge or clause (including fuel surcharges).

II. BID PROCESS

THIS IS A MULTI-STEP PROCUREMENT PROJECT TO BE COMPLETED IN TWO SEPARATE PHASES.

Phase One is the solicitation and receipt of unpriced technical proposals for consideration. Deadline for receipt of technical proposals is **December 17, 2024, at 8:30 AM CST**.

Phase Two is the Reverse Auction Event in which bidders will provide priced bids for the items requested, based upon their approved technical proposal. If your unpriced technical proposal is approved as acceptable, you will be invited to enter the Reverse Auction Event and assigned a username and password for access to the online bidding site by Central Bidding. Central Bidding can be contacted at www.centralbidding.com or by calling 225-810-4814. The reverse auction will begin on **December 17, 2024, at 1:00 PM CST**.

III. SUBMISSION OF UNPRICED TECHNICAL PROPOSALS

There are several documents to submit in order to be considered for invitation to participate in the Reverse Auction and possible award on this product. Proposals shall contain all documentation as listed in the instructions to bidders.

It is understood that bidders who submit proposals have read, understood and accepted these

specifications as written, and by submitting a proposal, agree to meet the specifications as written. Proposal modifications, alterations or corrections received after the closing time specified shall not be considered. Proposals must remain valid for a minimum of sixty (60) days from the opening date. The City of Bay St. Louis is a Tax-Exempt Government Entity.

To be considered, unpriced technical proposals must be signed by an owner or authorized officer or manager of the bidding company. It is the bidder's responsibility to ensure timely and complete proposals are received with all required documentation included. Late and/or incomplete proposals will not be considered.

If you are selected to receive an invitation to provide priced bids, complete instructions for submitting priced bids shall be provided in the invitation.

IV. QUESTIONS

Failure to examine any specifications and instructions will be at the bidder's risk. All procedural and technical questions, or if the attached specifications are incomplete, not clear, or not standardized, shall be made in writing, and addressed to the following:

General questions regarding this request should be directed to Michael Reso, City Clerk for the City of Bay St. Louis, 668 Highway 90, Bay St. Louis, MS 39520. The phone number is 228-466-5457. Email: mreso@baystlouis-ms.gov.

For questions concerning the technical specifications, prospective bidders may contact Alvin Kingston at the City of Bay St. Louis Police Department at 228-466-5492 or akingston@baystlouis-ms.gov.

For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

No oral explanations by any member of the City of Bay St. Louis nor City of Bay St. Louis staff will be binding. Receipt of addenda must be acknowledged in writing. Submitting vendors shall be responsible for ensuring that they have received any and all addenda.

V. INSTRUCTIONS FOR ELECTRONIC SUBMISSIONS

The following information applies to all proposals. The documents listed below must be included in your unpriced response. The preferred method for receiving responses is via electronic submission at www.centralbidding.com.

UNPRICED PROPOSAL SUBMISSION BY ELECTRONIC MEANS:

Log in www.centralbidding.com and perform the following steps:

- A. Find the reverse auction you wish to take part in by doing one of the following:
 - a. Search for the title of the auction via the Search bar on the main Central Bidding page.
 - b. Click on the "Bids by Agency" icon on the main page, then select the City of Bay St. Louis page from the list, then click on the title of the auction in their list.
- B. Once you have found and are viewing the reverse auction listing, select the **Place a Solicitation** button.
- C. On the next page, enter all required by the owner of the auction (PDF files are recommended).
- D. Select the **Next** button to be taken to a preview screen of the information you're submitting.
- E. Enter your private key (Central Bidding password) into the Password field, then click the **Submit** button.
- F. Once submitted and the solicitation period has ended, the owner of the reverse auction will review all solicitations, and all approved bidders will be able to take part in the reverse auction process once it begins. *Note: If your solicitation was approved, you will be sent an approval email as soon as it has been approved.*

The following items should be included in the electronic submission:

1. Submission Cover Letter (Form A)
2. Completed Response Form (Form B)
3. Product Brochures
4. Warranty Information
5. Any other information the vendor would like for the City of Bay St. Louis to consider.

VI. PROPOSAL OPENING

Proposal openings, whether electronic or traditional paper method, shall be conducted any time after they are received. From that point forward, proposals will be considered under advisement. The City of Bay St. Louis may conduct written or oral discussions with potential bidders.

Pricing will only be accepted through the Reverse Auction process by vendors that are approved through the multi-step process. Un-priced proposal openings shall be conducted any time after they are received. From that point forward, unpriced proposals will be considered under advisement. The City of Bay St. Louis may conduct written or oral discussions with potential bidders. The City of Bay St. Louis reserves the right to determine responsive offers or proposals, waive minor informalities in the process, reject any and all offers or proposals, and to invite priced bids from those companies believed most advantageous to The City of Bay St. Louis.

It is understood that bidders who submit proposals have read, understood and accepted these specifications as written, and by submitting a proposal, agree to meet the specifications as written. Proposal modifications, alterations or corrections received after the closing time specified shall not be considered. Proposals must remain valid for a minimum of 60 days from the opening date. The City of Bay St. Louis is a Tax-Exempt Government Entity.

If you are selected to receive an invitation to provide priced bids, complete instructions for participation in the reverse auction and submitting priced bids shall be provided in the invitation.

VII. REVERSE AUCTION

Vendors submitting their unpriced proposals before the bid deadline and meeting the minimum specifications will be invited to participate in the Online Reverse Auction. The reverse auction will begin on **December 17, 2024, at 1:00 PM CST**. Full instructions regarding registering for the reverse auction will be included in the invitation.

The Online Reverse Auction is an auction event in which bidders submit pricing in a decreasing manner. In the City of Bay St. Louis Reverse Auctions, all bidders will be able to see and consider their competitors' bids and decide if additional bidding is necessary on their part.

There is no advantage for a bidder to wait until near closing time of the auction to place a bid. Any bid placed during the last 5 minutes of the bidding time window will cause an automatic 5-minute extension of time. Each additional bid after that will cause another 5-minute extension, and will continue until 5 minutes have gone by without a bid. At that point, the system will shut down and the auction will end.

More information regarding the live Reverse Auction event will be provided in the invitation to participate

FORM A

*Submission Cover Letter for
Unpriced Technical Proposals*

**ONE (1) TO SIX (6) NEW, UNUSED POLICE PURSUIT SUV
VEHICLES (NON-EQUIPPED)
FOR THE BAY ST. LOUIS POLICE DEPARTMENT**

The undersigned proposes to provide equipment as per the specifications provided by the City of Bay St. Louis, and the subsequent proposal from the bidder named below:

If, after reviewing all vendor submissions, the City of Bay St. Louis decides to invite _____(your company name) to submit priced bids, we agree to participate in the reverse auction, which will take place on **December 17, 2024, at 1:00 PM**. We understand that detailed instructions regarding the reverse auction process will be emailed to all approved vendors.

It is understood that we have only one opportunity to submit an unpriced technical proposal. We affirm that we have read and understood this request for unpriced technical proposals and understand that Phase Two must be completed before the items are awarded. We understand that any missing information or documents required by the BID may be cause for rejection of the proposal.

We acknowledge that the City of Bay St. Louis has the sole discretion and authority to determine whether our proposed commodity meets the specifications issued and if it will meet the requirements and needs of the City of Bay St. Louis. We understand that the City of Bay St. Louis may or may not invite our participation in Phase Two (REVERSE AUCTION – Priced Bids) of this procurement.

If we are invited by the City of Bay St. Louis to participate in Phase Two (REVERSE AUCTION – Priced Bids) of this procurement, the invitation should be directed to:

Printed Name _____

Title _____

Company Name _____

Email _____

Phone _____

FORM B

SPECIFICATION RESPONSE FORM

**ONE (1) TO SIX (6) NEW, UNUSED POLICE PURSUIT SUV
VEHICLES (NON-EQUIPPED)
FOR THE BAY ST. LOUIS POLICE DEPARTMENT**

The undersigned proposes to furnish **one (1) to Six (6) New, Unused Police Pursuit SUV Vehicles for the Bay St. Louis Police Department**. The undersigned certifies that the minimum specifications, terms, and conditions contained in this BID have been considered and understood. By submitting a response, I/We do certify that the commodities offered do meet the specifications contained in this Invitation to Bid.

PROPOSED VEHICLE INFORMATION						
#	Year	Make	Model	Color	Engine	Price Per Unit
1						
2						
3						
4						
5						
6						



Please check '✓' each line item – confirming specifications listed will be met.

GENERAL BIDDER'S REQUIREMENTS

MINIMUM SPECIFICATIONS	ACKNOWLEDGE		VARIANCE
	YES	NO	
Delivery - The successful bidder will deliver fully assembled vehicles to Bay St. Louis Police Department within <u>15</u> days of the date of the City's acceptance of the lowest and best bid. The Bidder is to notify the City of Bay St. Louis of any delays in delivery extending beyond two (2) weeks from the Final Anticipated Delivery Date stated in this document. Failure to coordinate major delays in delivery with the City of Bay St. Louis designated personnel shall release the City of Bay St. Louis of this purchase order contract.			
All items must be as specified or approved equal by the City of Bay St. Louis.			
All items must be priced per unit and NOT a total lump sum price.			

SPECIFICATION RESPONSE FORM CHECKLIST

Please include all below documents in order for your Specification Response Form to be considered:

ITEM	ACKNOWLEDGE		VARIANCE
	YES	NO	
Vehicle Specifications Included			
Form A (Submission Cover Letter) Included			
Form B (Specification Response Form) Included			
Written Warranty Information/Service Information Included:			
If your product meets specifications and you are approved to participate in the reverse auction, you will be given full details regarding participation in the reverse auction.			

If you will require technical assistance for the submission of the specification response or the reverse auction process, this will require you to either contact City of Bay St. Louis at 228-466-5457 or mreso@baystlouis-ms.gov at least one day prior to the specification response deadline or the reverse auction date.

BIDDER INFORMATION

Company _____

Physical Address _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Authorized Agent Name _____

Title _____

Signature _____