

# CITY OF TUPELO

## Hot Mix Asphalt- 6 Month Supply

Lot Specification As Specified  
Lot Start Date / Time Jul 18, 2022 01:30 PM US/Central  
Lot End Date / Time Jul 18, 2022 01:45 PM US/Central  
Lot Duration 00:15 [hh:mm]



### Hot Bituminous Pavement Surface Mix- Pickup by City (Price Per Ton)

Company	Bid Amount	Bidding Date / Time	IP Address
Apac Mississippi Inc	\$ 115.00 USD	Jul 18, 2022 01:33:42 PM US/Central	40.132.117.62

### Hot Bituminous Pavement Surface Mix- Delivered (Price per Ton)

Company	Bid Amount	Bidding Date / Time	IP Address
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NO BIDS SUBMITTED

### Hot Bituminous Pavement Binder Mix- Pickup by City (Price Per Ton)

Company	Bid Amount	Bidding Date / Time	IP Address
Apac Mississippi Inc	\$ 115.00 USD	Jul 18, 2022 01:33:42 PM US/Central	40.132.117.62

### Hot Bituminous Pavement Binder Mix- Delivered (Price Per Ton)

Company	Bid Amount	Bidding Date / Time	IP Address
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NO BIDS SUBMITTED

# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we **APAC-Mississippi, Inc.**

as Principal, hereinafter called the Principal, and **FEDERAL INSURANCE COMPANY**

a corporation duly organized under the laws of the State of INDIANA

as Surety, hereinafter called the Surety, are held and firmly bound unto **City of Tupelo**

**\$500.00** Dollars, for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for **Hot Mix 6 Month Source of Supply Bid No. 2022-026PW**

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

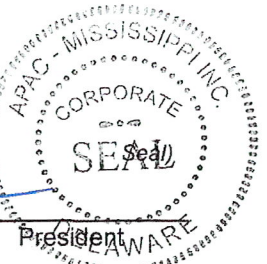
Signed and sealed this 8th day of July, 2022.

*Sammy Conn*  
(Witness)

APAC-MISSISSIPPI, INC.  
(Principal)

{

*Nathan Killingsworth*  
(Title)



President

*Sammy Conn*  
(Witness)

FEDERAL INSURANCE COMPANY  
(Surety)

{

*Terry May*  
(Title)



Attorney

## SURETY ACKNOWLEDGMENT

STATE OF MISSISSIPPI }

COUNTY OF RANKIN } SS

On this 8th day of July, 2022, before me personally came Terry May to me known, who, being by me duly sworn, did depose and say that he is an Attorney-In-Fact of FEDERAL INSURANCE COMPANY the corporation described in and which executed the within instrument; that he knows the corporate seal of said corporation, that the seal affixed to the within instrument is such corporate seal, and that he signed the said instrument and affixed the said seal as Attorney-In-Fact of the Board of Directors of said corporation and by authority of this office under the Standing Resolutions thereof.



Tammy Conn  
Notary Public





## Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company  
Westchester Fire Insurance Company | ACE American Insurance Company

Know All by These Presents, that FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Andrew S. Atkins, Dwayne Boyd, Jason Brewer, Nathan Killingsworth, Terry May, Brian Moore, Matthew Smith and James M. Tucker of Richland, Mississippi -----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bid bonds and bid undertakings not to exceed One Million and 00/100 Dollars (\$1,000,000.00), given or executed in the course of business, but not to include any instruments amending or altering the same nor consents to the modification or alteration of any instrument referred to in said bonds or obligations, on behalf APAC- MISSISSIPPI, INC., and all Subsidiaries, as principal, in connection with bids or proposals to or with the United States of America, any State or political subdivision thereof or any person, firm or corporation. And the execution of such bid bonds or bid undertakings by such Attorney-in-Fact in the Company's name and on its behalf as surety thereon or otherwise, under its corporate seal, in pursuance of the authority hereby conferred shall, upon delivery thereof, be valid and binding upon the Company.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY have each executed and attested these presents and affixed their corporate seals on this 12<sup>th</sup> day of May, 2022.

*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

*Stephen M. Haney*

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 12<sup>th</sup> day of May, 2022, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros and Stephen M. Haney, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros and Stephen M. Haney, being by me duly sworn, severally and each for herself and himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



KATHERINE J. ADELAAR  
NOTARY PUBLIC OF NEW JERSEY  
No. 2316685  
Commission Expires July 16, 2024

### CERTIFICATION

*Katherine J. Adelaar*

Notary Public

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this **July 8, 2022**



*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS DOCUMENT OR ANY OTHER MATTER, PLEASE CONTACT US AT:  
Telephone (908) 903-3493 Fax (908) 903-3494 e-mail: surety@chubb.com





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance Co. National Insurance East 2000 Westwood Dr. Wausau, WI 54401  www.LibertyMutual.com	CONTACT NAME: Tammy Conn		
	PHONE (A/C, No, Ext): 601-376-4004 FAX (A/C, No): E-MAIL ADDRESS: tammy.conn@apac.com		
INSURED APAC-MISSISSIPPI, INC. P.O. Box 24508 Jackson, MS 39225	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Liberty Mutual Fire Insurance Company		23035
	INSURER B: Liberty Insurance Corporation		42404
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 63321237 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TB2-C81-004095-111  XCU Coverage Included	9/1/2021	9/1/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY			AS2-C81-004095-121	9/1/2021	9/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AS2-C81-054502-521 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2021	9/1/2022	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WA7-C8D-004095-021 All except OH, ND, WA, WY	9/1/2021	9/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000
B			<input checked="" type="checkbox"/>	WC7-C81-004095-011 WI, MN	9/1/2021	9/1/2022	E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

REF: Evidence of Coverage

Certificate Holder is listed as an Additional Insured (on-going and completed operations) as required by contract on a Primary and Non-Contributory basis for General and Auto Liability. Waiver of Subrogation is included on all policies where allowed by law. Thirty Day Notice of Cancellation to Third Party is included.

## CERTIFICATE HOLDER

City of Tupelo

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

*Valerie P. Reece*

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**\*FORM A\***

**Submission Cover Letter  
For  
Un-priced Technical Proposal**

**HOT MIX 6 MOS SUPPLY**

**Bid # 2022-026PW**

.....  
The undersigned proposes to provide a Supply of Hot Mix as per the specifications provided by the City of Tupelo and the subsequent proposal from the bidder named below.

If the City of Tupelo invites APAC-Mississippi, Inc. (company name) to submit priced bids in response to this submission, we intend to participate by (check one):

X Online Reverse Auction, pending approval of un-priced proposals.

Contact information for any questions regarding this submission:

ADAM WYERS 662-423-8357

..... (company name) understands that we only have one opportunity to submit an un-priced technical proposal. We affirm that we have read and understood this request for un-priced technical proposals and understand that Phase Two must be completed before the project is 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 Tupelo has the sole discretion and authority to determine whether our proposed commodity meets the specifications issued and also if it will meet the requirements and needs of the City of Tupelo Public Works Department in performing their assigned daily tasks. We understand that the City of Tupelo 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 Tupelo to participate in Phase Two (REVERSE AUCTION-Priced Bids) of this procurement, the invitation should be directed to:

Printed Name: ADAM WYERS Title: ESTIMATOR

Signature: [Signature] Date: 7-6-22

Company Name: APAC-Mississippi, Inc.

Email: awyers@apac.com



**\*FORM B\***

**Proposal Form**

**HOT MIX 6 MOS SUPPLY  
Bid # 2022-026PW**

The undersigned proposes to furnish (6) months of Hot Mix supply on an as needed basis, which meets the specifications provided. The undersigned certifies that the minimum specifications, terms and conditions contained in this BID have been considered and understood. By submitting a proposal, I/We do certify that the commodities offered do meet the specifications contained in this Invitation to Bid.

PRODUCTS	YES OR NO
Hot Bituminous Pavement Surface Mix - Pickup	YES
Hot Bituminous Pavement Surface Mix - Delivered	NO
Hot Bituminous Pavement Binder Mix - Pickup	YES
Hot Bituminous Pavement Binder Mix - Delivered	NO

Signed: Adam Wyers Printed: ADAM WYERS Title: ESTIMATOR  
Company: APAC-Mississippi, Inc  
Address: P.O. Box 24508 JACKSON, MS 39225  
Phone: 602-348-2214 Fax: 602-376-4000 Email: awyers@apac.com

Please mark yes or no.....REQUIRED

Yes \_\_\_\_\_ No X

I will require technical assistance during the reverse auction process for the submission of my bid. This will require me to contact PH Bidding Group at least 48 hours prior to the start of the reverse auction.

**Addendum 1**

**HOT MIX 12 MOS SUPPLY  
Bid # 2022-026PW**

This **Addendum 1** dated **June 29, 2022** supersedes and takes precedence over specifications for the above listed bid, which shall remain in full force and effect, except as herein modified:

**Item 1:**

The term of the Asphalt Supply should be Six (6) Months instead of Twelve (12) Months. All references to Twelve months shall be changed to 6 months in the bid documents.

Jennifer Shempert  
Purchasing Agent  
City of Tupelo, MS

**End of Addendum 1**



**REQUEST FOR PROPOSALS**

**\*Un-Priced Technical Proposals\***

**To provide**

**HOT MIX – 6 MONTH SOURCE OF SUPPLY**

**A Reverse Auction Event  
For  
City of Tupelo, Mississippi**

**BID # 2022-026PW**

Publication Dates: June 21, 2022 & June 28, 2022

BID Response Deadline: July 12, 2022 before 2:00 pm

Reverse Auction: July 19, 2022 at 10:00 am

## **ADVERTISEMENT FOR PROPOSALS**

The City of Tupelo is seeking un-priced technical proposals from licensed asphalt dealers for:

### **HOT MIX 6 MOS SUPPLY Bid # 2022-026PW**

Deadline for receipt of un-priced technical proposals is **July 12, 2022**. Responses can be submitted online at [www.tupelomsbids.com](http://www.tupelomsbids.com) or at City Hall, 71 East Troy Street, Tupelo, Mississippi 38804.

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. Un-priced technical proposals and responses must be submitted before **2:00 pm on July 12, 2022**. Responses will be evaluated, and only those bidders whose technical proposals are determined acceptable shall be invited to participate in the reverse auction process, which will take place at **10:00 am on July 19, 2022**. The City of Tupelo encourages vendor participation in this multi-step process. Complete bidding instructions are provided in the bid package.

Official un-priced proposal documents can be downloaded from at [www.tupelomsbids.com](http://www.tupelomsbids.com). Un-Priced proposals can be submitted at [www.tupelomsbids.com](http://www.tupelomsbids.com). For any questions relating to the electronic bidding process, please call PH Bidding Group at 662-407-0193.

The City of Tupelo is an equal opportunity employer and hereby notifies all bidders that it will affirmatively insure that, in any contract entered unto 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 Tupelo 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 Tupelo.

Jennifer Shempert  
Purchasing Agent

Publishing Dates:  
**June 21, 2022**  
**June 28, 2022**



**(PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT)**

**HOT MIX 6 MOS SUPPLY  
Bid # 2021-014PW  
(SIX (6) MONTH SOURCE OF SUPPLY)**

**I. GENERAL**

The City of Tupelo will accept competitive sealed un-priced proposals until **2:00 pm on July 12, 2022**. Un-priced proposals can be submitted online at [www.tupelomsbids.com](http://www.tupelomsbids.com) or at City Hall, 71 East Troy Street, Tupelo, Mississippi 38804. All un-priced proposals must be equal in performance and quality to the specifications.

If City Hall is closed for business at the time of the deadline, proposals will be accepted and opened on the next business day of the city, at the originally scheduled hour.

**II. TECHNICAL SPECIFICATIONS**

The City of Tupelo will be accepting proposals for the following products (Per Ton):

Section 804 in the Mississippi Standard Specifications for Road and Bridge Design will apply to all product delivered.

Item 1 Description  
Hot Bituminous Pavement Surface Mix – Pickup by City

Item 2 Description  
Hot Bituminous Pavement Surface Mix – Delivered

Item 3 Description  
Hot Bituminous Pavement Binder Mix – Pickup by City

Item 4 Description  
Hot Bituminous Pavement Binder Mix – Delivered

Supplier will deliver required mix any place within the municipal city limits of Tupelo or. Items will be paid at a per ton price.

The materials specified herein will be utilized on an "AS NEEDED BASIS" for the Six (6) month period. This material shall also be available as needed by the City of Tupelo without undue delay.

All delivered prices shall be F.O.B. Tupelo, MS. to various job sites within the City of Tupelo and shall include all delivery, environmental and fuel surcharges. The City of Tupelo 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 Tupelo.

### **III. SUBMISSION OF UN-PRICED 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 project. Proposals shall contain the following documentation at a minimum. SEE INSTRUCTIONS, FORMS AND CHECKLISTS PROVIDED ON THE FOLLOWING PAGES.

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. City of Tupelo is a Tax-Exempt Government Entity.

To be considered, un-priced 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 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 Jennifer Shempert, Purchasing Agent, at the City of Tupelo Purchasing Department, 71 East Troy Street, Tupelo, MS 38804. The phone number is 662-841-6456. Email: [jennifer.shempert@tupeloms.gov](mailto:jennifer.shempert@tupeloms.gov)

For questions concerning the technical specifications, prospective bidders may contact Jason Rush at the City of Tupelo Public Works Department. The phone number is 662-841-6457. Email: [jason.rush@tupeloms.gov](mailto:jason.rush@tupeloms.gov).

No oral explanations by any member of the City 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. OPENING:**

Proposal openings, whether electronic or traditional paper method, shall be conducted any time after they are received and shall be conducted by at least two procurement officials. From that point forward, proposals will be considered under advisement. City of Tupelo may conduct written or oral discussions with potential bidders.

The City of Tupelo reserves the right to determine responsive offers or proposals, waive minor informalities in the process, to reject any and all offers or proposals, and to invite priced bids from those companies believed most advantageous to the City.

## **VI. OTHER:**

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

- **Phase One** is the solicitation and receipt of un-priced technical proposals for consideration. Deadline for receipt of technical proposals is **July 12, 2022 before 2:00 pm.**
- **Phase Two** is the Reverse Auction Event in which bidders will provide priced bids for the equipment requested, based upon their approved technical proposal. If your un-priced technical proposal is approved as acceptable, you will be invited to enter the Reverse Auction Event through PH Bidding Group and will be sent detailed instructions for participation in the reverse auction. PH Bidding Group can be contacted at [cory@phbidding.com](mailto:cory@phbidding.com) or by calling 662-407-0193.
- The reverse auction will take place on **July 19, 2022 at 10:00am.**
- **Reverse Auction** is an auction event in which bidders submit pricing in a decreasing manner. In the City of Tupelo Reverse Auctions, all bidders will be able to see their bid ranking 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 3 minutes of the bidding time window will cause an automatic 3-minute extension of time. Each additional bid after that will cause another 3-minute extension, and will continue until 3 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.

## **VII. INSTRUCTIONS**

The following information applies to all proposals. The documents listed below must be included in your proposal, whether submitted by envelope or by electronic method. After you obtained the Specification Package, you can submit proposals by:

### **1. PROPOSAL SUBMISSION BY SEALED ENVELOPE:**

Prior to the deadline for receipt of un-priced technical proposals, you can submit your un-priced proposal online at [www.tupelomsbids.com](http://www.tupelomsbids.com), or deliver your sealed envelope, marked as shown, to the City of Tupelo Purchasing Department, 71 East Troy Street, Tupelo, MS 38804. The envelope must be clearly marked with the Bidder's name and address on the outside and the following in the lower left corner:

**UN-PRICED TECHNICAL PROPOSAL FOR HOT MIX - SOURCE OF SUPPLY**  
**Bid # 2022-026PW**  
**PROPOSALS DUE BY: July 12, 2022 before 2:00pm**

The following items should be put in the envelope:

- A. Submission Cover Letter (Form A)
- B. Completed Proposal Form (Form B)
- C. Any other information vendor would like for the City of Tupelo to consider

### **2. PROPOSAL SUBMISSION BY ELECTRONIC MEANS:**

Log-in at [www.tupelomsbids.com](http://www.tupelomsbids.com) and perform the following steps:

- A. Scan in all required documentation as a pdf file.
- B. On the left side of the webpage, click on "Public bids".
- C. Click on the appropriate bid that you will be participating in.
- D. Click on the "Submit Bid" tab.
  - a. Fill in or check your contact information and required boxes.
  - b. Drag and drop your pdf file into the grey box as outlined, or click inside the grey box to find your file
  - c. Click the box certifying that your information is complete and accurate.
  - d. Click "Submit" when you are ready to submit your file.
- E. Once submitted and the solicitation period has ended, the City of Tupelo 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.*
- F. The bid submission can be redacted at any time prior to the bid opening time.

**\*FORM A\***

***Submission Cover Letter  
For  
Un-priced Technical Proposal***

**HOT MIX 6 MOS SUPPLY  
Bid # 2022-026PW**

.....

The undersigned proposes to provide a Supply of Hot Mix as per the specifications provided by the City of Tupelo and the subsequent proposal from the bidder named below.

If the City of Tupelo invites \_\_\_\_\_ (company name) to submit priced bids in response to this submission, we intend to participate by (check one):

\_\_\_\_\_ Online Reverse Auction, pending approval of un-priced proposals.

Contact information for any questions regarding this submission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (company name) understands that we only have one opportunity to submit an un-priced technical proposal. We affirm that we have read and understood this request for un-priced technical proposals and understand that Phase Two must be completed before the project is 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 Tupelo has the sole discretion and authority to determine whether our proposed commodity meets the specifications issued and also if it will meet the requirements and needs of the City of Tupelo Public Works Department in performing their assigned daily tasks. We understand that the City of Tupelo 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 Tupelo to participate in Phase Two (REVERSE AUCTION-Priced Bids) of this procurement, the invitation should be directed to:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_



**\*FORM B\***

***Proposal Form***

**HOT MIX 6 MOS SUPPLY**

**Bid # 2022-026PW**

The undersigned proposes to furnish (6) months of Hot Mix supply on an as needed basis, which meets the specifications provided. The undersigned certifies that the minimum specifications, terms and conditions contained in this BID have been considered and understood. By submitting a proposal, I/We do certify that the commodities offered do meet the specifications contained in this Invitation to Bid.

.....

PRODUCTS	YES OR NO
Hot Bituminous Pavement Surface Mix - Pickup	
Hot Bituminous Pavement Surface Mix - Delivered	
Hot Bituminous Pavement Binder Mix - Pickup	
Hot Bituminous Pavement Binder Mix - Delivered	

.....

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please mark yes or no.....REQUIRED**

Yes \_\_\_\_\_ No \_\_\_\_\_

**I will require technical assistance during the reverse auction process for the submission of my bid. This will require me to contact PH Bidding Group at least 48 hours prior to the start of the reverse auction.**

## **VIII. PHASE TWO REQUIREMENTS**

**(For Information Purposes Only)**

- Once Phase One (Un-priced technical proposals) of this project is completed, bidders who are invited and intend to participate in Phase Two (Priced Bids) shall provide a Certificate of Insurance of \$1,000,000 general liability bid surety in the form of a Bid Bond, Cashier's Check or Certified Check payable to the City of Tupelo in the amount of \$500.00.
- Sureties in the form of Bid Bonds shall be issued from a reliable surety company, licensed to do business in the State Mississippi and acceptable to the City of Tupelo. Surety is to be forfeited to the City if the bidder withdraws their bid or fails to accept the award.
- Bid surety must be received by the City of Tupelo before the bidder will be given the password required to submit priced bids. In the case of paper bids, surety must be received by the City of Tupelo before the envelope will be opened. Further information regarding submission of the bid surety will be provided in the invitation to provide priced bids.
- Unsuccessful bidders shall receive a full refund of the bid surety or a notice to cancel the bond. Refund of bid surety to the successful bidder shall be contingent upon contract execution.