

REQUEST FOR PROPOSALS

Un-Priced Technical Proposals

To provide

HOT MIX – 12 MONTH SOURCE OF SUPPLY

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

BID # 2020-004PW

Publication Dates:.....	March 31, 2020 and April 7, 2020
BID Response Deadline:.....	April 17, 2020 @ 10:00 AM CST
Reverse Auction Window:.....	April 24, 2020 @ 10:00 AM – 11:00 AM

ADVERTISEMENT FOR PROPOSALS

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

HOT MIX 12 MOS SUPPLY Bid # 2020-004PW

Deadline for receipt of un-priced technical proposals is **10:00 AM CST, Tuesday, April 17, 2020**, 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. In Phase One, un-priced 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. City of Tupelo encourages vendor participation in this multi-step process. Complete instructions are provided in the specifications package.

Official un-priced proposal documents can be downloaded from Central Bidding at www.centralbidding.com for a fee. Detailed specifications may also be obtained by contacting Missy Shelton, Purchasing Agent at 662-841-6456, traci.dillard@tupeloms.gov or from the address above. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com at no charge. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814.

The City of Tupelo is an equal opportunity employer and hereby notifies all bidders that it will affirmatively insure 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 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.

Traci Dillard
Purchasing Agent

Publishing Dates: March 31, 2020 and April 7, 2020

(PHASE ONE OF A MULTI-STEP PROCUREMENT PROJECT)

**HOT MIX 12 MOS SUPPLY
Bid # 2020-004PW
(TWELVE (12) MONTH SOURCE OF SUPPLY)**

I. GENERAL

The City of Tupelo will accept competitive sealed un-priced proposals until **10:00 AM CST, Tuesday, April 17, 2020**, 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 Twelve (12) 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 Traci Dillard, Purchasing Agent, at the City of Tupelo Purchasing Department, 71 East Troy Street, Tupelo, MS 38804. The phone number is 662-841-6456. Email: traci.dillard@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.

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 **10:00 AM CST, Tuesday, April 17, 2020**
- **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 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.
- Time window for receipt of priced bids will be Tuesday, April 24, 2020 10:00 AM – 11:00 AM **(NOTE: FIFTEEN (15) MINUTES PER LINE ITEM).**
- **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 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.

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, 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 # 2020-004PW
PROPOSALS DUE BY: April 17, 2020 at 10:00 AM

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 (Via Website):

LOGIN AT <https://www.centralauctionhouse.com/SignIn> 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 Tupelo's 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.*

FORM A

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

**HOT MIX 12 MOS SUPPLY
Bid # 2020-004PW**

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 Electronic Bid or Reverse Auction, pending receipt of required id and password from Central Bidding.

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 12 MOS SUPPLY

Bid # 2020-004PW

The undersigned proposes to furnish Twelve (12) 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 be at the Tupelo City Hall, Purchasing

Department, no less than 30 minutes prior to the beginning of the reverse auction process.

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.
- The following form shall be used to document the online bids that a bidder enters into the system. The winning bidder shall be required to provide this sheet to match the final winning bid.



*The following text is a **SAMPLE ONLY** and should not be filled out or returned. You will received an **OFFICIAL** version of this form if you are selected to provide priced bids in the Reverse Auction Event at a later date. The form below is for your information only at this time.*

Do not return this form with your Un-Priced Technical Proposal.

*****SAMPLE ONLY!*****SAMPLE ONLY!*****SAMPLE ONLY!*****SAMPLE ONLY!*****SAMPLE ONLY!*******
DO NOT RETURN WITH YOUR PROPOSAL******

**BID FORM
HOT MIX 12 MOS SUPPLY
Bid # 2020-004PW**

This form is required only from the winning bidder and shall be submitted by email upon notice of winning the Reverse Auction Event.

The undersigned proposes to provide Hot Mix to the City of Tupelo on an as needed basis per the specifications provided by the City of Tupelo and the subsequent proposal from the bidder named below. All pricing must include delivery fees.

PRODUCTS	PRICING	AUCTION TIME
Hot Bituminous Pavement Surface Mix - Pickup		10:00 A.M. – 10:15 A.M.
Hot Bituminous Pavement Surface Mix - Delivered		10:15 A.M. – 10:30 A.M.
Hot Bituminous Pavement Binder Mix - Pickup		10:30 A.M. – 10:45 A.M.
Hot Bituminous Pavement Binder Mix - Delivered		10:45 A.M. – 11:00 A.M.

Signature

Printed Name

Date