

REQUEST FOR PROPOSALS

To provide

**HOT MIX ASPHALT
6-MONTH SUPPLY**

City of Tupelo



Publication Dates: May 22, 2024, and May 29, 2024

Unpriced Responses Due: June 11, 2024, at 10:00 AM CST

ADVERTISEMENT FOR PROPOSALS

Notice is hereby given that the City of Tupelo will receive bids for:

**HOT MIX ASPHALT
6-MONTH SUPPLY
Bid # 2024-033PW**

Until **10:00 AM, CST** on **June 11, 2024**

Bids can be submitted via sealed bid at the Purchasing Office, City Hall 1st Floor, 71 East Troy Street, Tupelo, Mississippi, 38804 or electronically at www.tupelomsbids.com. Bid Documents and Specifications can be viewed and obtained online at www.tupelomsbids.com.

Questions regarding the website or electronic bidding should be directed to Plan House at 662- 407-0193 or admin@phbidding.com.

Award will be made to the lowest and best bidder. The Mayor and City Council reserve the right to reject any and all bids and to waive any and all informalities.

BY ORDER OF THE MAYOR AND CITY COUNCIL OF THE CITY OF TUPELO, MISSISSIPPI.

**Traci Dillard
Purchasing Clerk**

Publishing Dates: May 22, 2024 and May 29, 2024

GROUP

**HOT MIX ASPHALT
6 MONTH SUPPLY
Bid # 2024-033PW**

I. GENERAL

The City of Tupelo will accept competitive sealed proposals until **10:00 AM, June 11, 2024**, at City Hall, 71 East Troy Street, Tupelo, Mississippi 38804 or electronically at www.tupelomsbids.com. All 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 & BID INFORMATION

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: Hot Bituminous Pavement Surface Mix – Pickup by City **Item 2:** Hot Bituminous Pavement Surface Mix – Delivered) **Item 3:** Hot Bituminous Pavement Binder Mix – Pickup by City **Item 4:** Hot Bituminous Pavement Binder Mix – Delivered

General Bidders Requirements/Information

1. The City of Tupelo 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 bid solicitation is for a supply contract of six (6) months with the City to have the option, at the end of the initial six (6) month period, to renew the contract for an additional six (6) months with no price increase if agreeable with vendor.
3. All items will be ordered on an as needed basis during the life of the contract(s) resulting from this bid process. Minimum order quantities shall be for truckload quantities.
4. No bidder is required to bid on all items. However, the successful bidder(s) shall be determined by item compliance to minimum specifications requirements.
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.

III. 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 Kristeen Rush at the City of Tupelo Public Works Department at 662-841-6457 or Kristeen.rush@upeloms.gov.

Questions regarding the website or electronic bidding should be directed to Plan House at 662- 407-0193 or admin@planhouseprinting.com.

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.

IV. PROPOSAL 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 obtain the Specification Package, you can submit proposals by:

Prior to the deadline for receipt of proposals, you can submit your proposal online at 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:

<p>PROPOSAL FOR:</p> <p>HOT MIX ASPHALT-</p> <p>6 MONTH SOURCE OF SUPPLY</p> <p>Bid # 2024-033PW</p>
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V. OPENING:

Proposal openings, whether electronic or traditional paper method, shall be conducted at 10:00 AM on June 11, 2024, and shall be conducted by at least two procurement officials. From that point forward, proposals will be considered under advisement. The City of Tupelo may conduct written or oral discussions with potential bidders.

Each item will be awarded to the lowest and best bidder based on each item's unit price; the items sought will not be awarded as a package.

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.

BID FORM

**HOT MIX ASPHALT
6-MONTH SUPPLY BID
BID # 2024-033PW**

The undersigned proposes to provide materials which meet 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.

Specifications	Unit Price
<u>Item 1</u> : Hot Bituminous Pavement Surface Mix – Pickup by City	
<u>Item 2</u> : Hot Bituminous Pavement Surface Mix – Delivered)	
<u>Item 3</u> : Hot Bituminous Pavement Binder Mix – Pickup by City	
Item 4: Hot Bituminous Pavement Binder Mix – Delivered	

BIDDER ACKNOWLEDGES receipt of the following ADDENDA:

NUMBER: _____ DATE: _____
NUMBER: _____ DATE: _____
NUMBER: _____ DATE: _____

BIDDER INFORMATION:

Company Name: _____

Company Representative: _____

Title: _____

Business Address:

Street: _____

City: _____ State: _____ Zip: _____

Signature of Bidder: _____

Date: _____