

WILLIS THOMPSON  
MAYOR

THOMAS "T.J." MAYFIELD  
WARD 1 ALDERMAN

VICKIE BAILEY  
WARD 2 ALDERWOMAN



## City of Vicksburg

1401 WALNUT STREET | VICKSBURG, MS 39181 | (601)636-3411

February 02, 2026

Board of Mayor and Alderman  
City of Vicksburg  
Vicksburg, Mississippi 39181-0150

Mayor of Board and Aldermen:

In compliance with your referral, we have reviewed the one (1) electronic bid received for the purchase of one (1) **DCX 5000 Desktop Controller** for the Sewer Department.

We request, in accordance with the bid specifications, and in the best interest of the City and with the concurrence of Percy Guy, Sewer Department Supervisor, to be awarded Sansom Equipment, of Mobile, AL.

Sincerely,

A handwritten signature in black ink that appears to read "Tara Brown".

Tara Brown  
Purchasing Director

See Attachment

# MEMO

**TO:** The Board of Mayor and Aldermen  
**FROM:** Tara Brown- Purchasing Director  
**SUBJECT:** Approval to Award Bid  
**DATE:** February 02, 2026

I/WE, hereby certify that I/WE have reviewed all the Bids/Quotes rendered in this matter. Each Bidder was provided with the data from the City Clerk's Office necessary for Him/her to complete the bid process. No bidder was privy to any information/data that other bidders were not given. This office or the appropriate office will only answer questions if questions are asked by a bidder.

Attached hereto is my letter dated February 02, 2026, asking for approval of Percy Guy or His/her bid for the purchase of the following: **DCX 5000 Desktop Controller.**

The bid from Sansom Equipment Mobile, AL was selected in the best interest of the city for the following reasons:

It was the lowest and best bid.

It was not the lowest, but it was the best bid. The rationale for selection of this bid over the lowest bid was \_\_\_\_\_

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02/02/26

Date

Tara Brown

Tara Brown, Purchasing Director

02/02/26

Date

Percy Guy

Department Head/ Supervisor

CONTRACT  
CITY OF VICKSBURG

Date: February 02, 2026

Contract Number: 26SEWDCX

Sansom Equipment  
2520 W I-65 Service Rd N  
Mobile, AL 36618

Contract for the purchase of a DCX 5000 Desktop Controller awarded as a result of and in strict compliance with the bid specifications.

\$174,974.00

See Attachment

This contract is subject to the terms and conditions shown on the page and pages attached hereto

  
\_\_\_\_\_  
Purchasing Director

**CITY OF VICKSBURG  
CONTRACT TERMS AND CONDITIONS**

1. The contract number shall be shown by the vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.

2. An invoice, in duplicate, for this contract shall be rendered immediately following shipment. Both copies shall be forwarded to:

City of Vicksburg  
PO Box 150  
Vicksburg, MS 39181

3. No changes shall be made to this order without written authorization by the Purchasing Director.

4. Quantities specified in this order may be changed only with written authorization by the Purchasing Director.

5. Items delivered on this order shall be subject to inspection and test upon receipt and until acceptance shall remain with the property vendor.

6. Date of acceptance shall be when all items listed on this order have been accepted.

7. The City agrees to pay the vendor late payment interest, at the rate of 1 ½ % per month, if payment has not been made prior to forty-five (45) days after the date of acceptance or date of receipt of correctly executed copies of the invoices were accepted.

8. Prompt payment cash discount, when applicable, shall be taken on all payments made on or before the tenth day of the month following the month in which the items and correctly executed copies of the invoices were accepted.

9. Rejected items shall be returned to the vendor at the vendor's risk and expense.

10. All prices, unless otherwise specified, are net, FOB destination, with transportation charges prepaid.

11. The City of Vicksburg is exempt from all sales, excise and Federal transportation taxes and the provisions of the Federal Robinson-Patman Act.

12. The Purchasing Director may grant additional time for delivery when the City is at fault or he/she is satisfied that the delay is beyond the control of the vendor and the delay will not adversely impact the best interests of the City. Such a grant must be in writing and be made part of this contract.

13. It is agreed that items delivered shall comply with all Federal, State and local laws relative thereto, And that the vendor shall defend all actions or claims brought and save harmless the Mayor and Aldermen of the City of Vicksburg and all City officers, agents and employees from loss by reason of actual or alleged infringement of letters patent, trade-mark or copyright.

14. In cases of default of the vendor the City may procure the items from other sources and charge the vendor as liquidated damages any excess cost or damages occasioned thereby.