

GEORGE FLAGGS, JR.  
MAYOR

WILLIS T. THOMPSON  
ALDERMAN



MICHAEL A. MAYFIELD, SR.  
ALDERMAN

## City of Vicksburg

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

G.F. \_\_\_\_\_  
M.M. \_\_\_\_\_  
W.T. \_\_\_\_\_

August 10, 2016

AUG 01 2016

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

Gentlemen:

Attached are the specifications and bid sheets for the sale of Scrap Material.

I respectfully request that the Mayor and Alderman of the City of Vicksburg authorize the advertisement for the sealed bids for this purpose.

Sincerely,

A handwritten signature in cursive script that reads "Ann Grimshel".

Ann Grimshel, CPPB  
Purchasing Agent

Attachment

# CITY OF VICKSBURG

P O Box 150  
Vicksburg, MS 39181-0150

SEALED bids for Scrap Material shall be received by the City Clerk or appointed designee in the Office of the City Clerk at 1401 Walnut Street until 9:00 a.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2016. The bids will be publicly opened and read aloud at the meeting of the Board of Mayor and Aldermen in their regular meeting at 10:00 a.m. on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

Bidders are cautioned that the City Clerk does not receive the daily U.S. Mail on or before 9:00 a.m. Bids will be time-stamped upon receipt according to City Clerk's time clock.

Specifications and instructions for bidding are on file in the office of the City Clerk, second floor, City Hall, corner Crawford and Walnut Streets, Vicksburg, Mississippi.

Cash cashier's check, certified check or bidder's bond in the amount of \$3500.00 must accompany same.

~~A performance bond and a payment bond, each in the amount of 100 percent of the contract, issued by a Surety Company licensed to operate in the State of Mississippi will be required by the successful bidder.~~

The Mayor and Aldermen of the City of Vicksburg reserve the right to reject any and all bids and to waive informalities.

## NOTICE TO BIDDERS

Bids must be submitted on this form. Bids made otherwise will be subject to rejection. The above bid description must be shown on the front of envelope in which this bid is submitted. The above bid description must also be shown on the front of the express envelope, if one is used. The City of Vicksburg assumes no responsibility for unmarked envelopes being considered for award. Only one bid per envelope, please. Bidders are required to sign this form in the space provided. It is requested that complete bids are either typed or printed in black ink only. The requirements of these specifications are minimum acceptable.

Item		Unit	Items	Unit Price	Total Price				
No.	Quantity								
Please insert prices on attached price sheet									
A. Aluminum									
B. Brass									
C. Stainless									
D. Scrap Iron									

## INSTRUCTIONS TO BIDDERS

1. Unless otherwise requested, submit only one copy of each bid.
2. Bids, amendments thereto, or withdrawal requests received after the time advertised for bid opening will be void regardless of when they were mailed.
3. Quote prices on units specified with packing included; or redelivery check, title and inspection when applicable to motor vehicle.
4. Attach complete specifications for any permitted substitutions offered, or when amplification is desirable or necessary.
5. If specifications or descriptive literature is submitted with bids, enter the bidder's name thereon.
6. If the article bid upon has a trade name or brand, show the same in the bid.
7. Sample, when required, must be submitted free of expense, unless otherwise specified, in accordance with the conditions and instructions in the body of this bid notice.
8. ~~Each Bidder shall have a Certificate of Responsibility to bid on contracts for public projects in which the bid price exceeds \$50,000.00 and for private projects in which the bid price exceeds \$100,000.00, as required by the laws of the State of Mississippi. Each Bidder shall show on the outside of the envelope containing his bid; his current Certificate of Responsibility number and expiration date, or if applicable, a statement certifying that the bid enclosed does not exceed \$50,000.00 for a public project or \$100,000.00 for a private project; his name; and the name of the Contract for which the bid is submitted. Failure to show these items on the outside of the envelope containing the bid will result in the bid being returned to the Bidder unopened. Public funds are involved in this project.~~

### TERMS AND CONDITIONS

1. The Mayor and Aldermen of the City of Vicksburg reserve the right to reject any and all bids, and to waive all technical informalities.
2. Unit prices will govern over extended prices, unless otherwise stated in notice.
3. 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 the correctly executed invoice were received.
4. In case of default of contractor, the City reserves the right to purchase any or all items in default in open market, charging contractor with any excessive costs. Should such charge be assessed, no subsequent bids of the defaulting contractor will be considered until the assessed charge has been satisfied.
5. All materials and products offered must be guaranteed to meet the requirements of the specification indicated, given, or referred to.
6. Prices bid must be based upon payment within the month following the month in which the items and invoices were received.
7. The right is reserved for the Mayor and Aldermen of the City of Vicksburg to make an award which is determined to be to the best interest of the City of Vicksburg.
8. The right is reserved to reject any bid in which the delivery time is considered sufficient to delay the operation for which the item is intended.
9. Prices must be firm.
10. The successful bidder shall indemnify and save harmless the Mayor and Aldermen of the City of Vicksburg and all City officers, agents, and employees from all suits or claims of any character brought by reason of infringing on any patent, trademark, or copyright.
11. Ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded.
12. Any contract entered into by the Mayor and Aldermen of the City of Vicksburg resulting from this bid notice shall be subject to cancellation at the end of any fiscal or appropriation year unless otherwise provided by law.
13. Reference to manufacturer's product by make, model, series number, etc., is intended only to establish a standard of quality.

### BID

I, the undersigned, certify that this proposal does not violate any federal or state antitrust laws. Motor Vehicle Commission License No. (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

In compliance with the invitation, and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted within sixty days from date of opening, to furnish any and all items quoted on at prices as set forth after the item and make delivery as required after receipt of order, delivered, all transportation costs included and prepaid and, unless otherwise stated and accepted herein unless otherwise specified in the invitation to bid. Prompt payment cash discount of \_\_\_\_\_ per cent is allowed.

Bidder: \_\_\_\_\_ Street or P O Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

By: \_\_\_\_\_ Title \_\_\_\_\_

(BIDS MUST BE SIGNED IN WRITING)

Federal Employer's Identification Number: \_\_\_\_\_

## **Scrap Material**

The City of Vicksburg is taking bids on Scrap Material stored at the Water Treatment Plant located on Haining Road, Vehicle Maintenance on China Street, Street Department on Army Navy Drive and Pipe Yard at Old Mills Road. Each bidder will provide a copy of their Dealer License and a bid surety in the form of a Bid Bond or other certified funds, payable to the City of Vicksburg in the amount of three thousand five hundred dollars (\$3500.00). The City of Vicksburg will sell all scrap material to one bidder who offers the highest price. The acceptance of the bids will lie with the Mayor and Aldermen of the City of Vicksburg whose decision shall be final.

The Bidder shall provide all machinery, personnel, equipment, supervision and insurance to be able to remove all of the listed material.

- A. Aluminum
- B. Brass
- C. Stainless
- D. Scrap Iron

There is no warranty or guarantee of the material that will be removed. The property and responsibility of the bidder, (subject to payment) and may not be returned to the City of Vicksburg.

Bidder will be required to remove all scrap material from site within ten (10) working days of receiving the contract. The area in which the scrap material is to be removed shall be left in the same condition as it was when the material was acquired. Prior to removal of material a receipt shall be provided to the supervisor of the area in which it was removed.

The bidder will coordinate with Ann Grimshel to have a City employee to be at bidder's location during material weighing.

Bidder is required to provide a Certified Scale Weight Receipt which indicates the actual weight of the material.

Payment for the material removed from the locations shall be remitted to The City of Vicksburg within 15 days of the removal. Payment shall be delivered to the City Clerk's office, 1415 Walnut Street, Vicksburg, MS. 39180. Bidder shall receive the Bid Bond at completion of all removal of material.

The location to inspect and view the Scrap Material will be at 601 Haining Road, 815 China Street, 1090 Army Navy Street in the designated area, and 100 Old Mills Road. There will be two (2) days available to inspect and view the Scrap Material: August 23, 2016 and August 24, 2016, between the hours of 9:00 am to 12:00 pm. You may contact Mr. Carlon Ross at 601-631-3729 to make an appointment.

I would like to add as a contract which would read under contract terms:

This will be valid for the single event cleanup. The City of Vicksburg reserves the right to extend the contract for up to three (3) additional years, one year at a time, with 30-day cancellation by either party. Future pricing maybe based upon rates bid for this cleanup event or upon a published metal market value scale in effect at the time of collection. As additional materials are accumulated in the future, they may be offered to the bidder at the same rates bid or based upon the published market value scale.

The bidder can leave collection bins at designated areas. The bins are to be emptied when the Supervisors in the areas call for pickup.

[illegible]

## SEALED BID CHECKLIST

### Scrap Material

The following conditions, checked required and as stated in the bid sheet and/or specifications, must be met prior to accepting your bid submittal for award considerations.

- | Required      | Not<br>Required |  |
|---------------|-----------------|--|
| <u>  X  </u>  | <u>      </u>   | 1. Bid security in the amount of <b>\$3500.00</b> bid included in the bid submitted.                   |
| <u>      </u> | <u>  X  </u>    | 2. Performance and Payment Bond in the amount of 100 percent of the contract by the successful bidder. |
| <u>  X  </u>  | <u>      </u>   | 3. Bid sheet entries filled in and bid sheet signed.   |
| <u>  X  </u>  | <u>      </u>   | 4. Deviations described in detail.   |
| <u>      </u> | <u>  X  </u>    | 5. Manufacturer's literature enclosed in bid submittal. Submit two (2) copies.                         |
| <u>      </u> | <u>  X  </u>    | 6. Samples provided per specification requirements.  |
| <u>  X  </u>  | <u>      </u>   | 7. Prices bid are for units specified.   |
| <u>      </u> | <u>  X  </u>    | 8. Certificate of Responsibility. See the instruction to bidders for compete requirements.             |
| <u>  X  </u>  | <u>      </u>   | 9. Copy of Scrap Metal Dealer License.   |