

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. \_\_\_\_\_

March 10, 2017

MAR 07 2017

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

Gentlemen:

Attached are the specifications and proposal sheet for Shaved Ice Stand Services for the City Pool.

Funds were allocated and are available.

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

Sincerely,

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

Ann Grimshel, CPPB  
Purchasing Director

attachment

*Incorporated 1825*

City Website: <http://www.vicksburg.org>

P O Box 150  
Vicksburg, MS 39181-0150

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

Proposals must be submitted on this form. Proposals made otherwise will be subject to rejection. The above proposal description must be shown on the front of envelope in which this bid is submitted. The above proposal 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 proposal per envelope, please. Bidders are required to sign this form in the space provided. It is requested that complete proposal are either typed or printed in black ink only. The requirements of these specifications are minimum acceptable.

Item No.	Quantity	Unit	Items	Unit Price	Total Price
Please insert prices on attached price sheet					

## INSTRUCTIONS TO BIDDERS

1. Unless otherwise requested, submit only one copy of each proposal.
2. Proposal, amendments thereto, or withdrawal requests received after the time advertised for proposal 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 proposals, 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 proposal 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 proposal 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 proposals 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 proposal 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.

## PROPOSAL

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: \_\_\_\_\_

# **Proposal**

## **Shaved Ice Stand**

The following are minimum specifications for proposals from vendors interested in the operation of a shaved ice stand to be located at the City Pool, 900 Lee Street, Vicksburg, MS.

The proposal submittal shall include amounts of remuneration to the City of Vicksburg for the privilege of operating the shaved ice stand at the above location.

The terms of the contract which will be awarded as a result of this proposal process shall be for the 2016 City Pool Season. Which will begin prior to May 2016, through September 2016.

The shaved ice stand must be open and operation during all of the season at the respective location subject to the following conditions:

- Hours of operation: Ten (10) minutes prior to the scheduled starting time of the City Pool hours for the public until the Pool closes. Not for tournaments or private parties.
- Schedule of the season shall be obtained from the Recreation Department 1080 Army Navy Drive, Vicksburg, MS. 39180 from 8:00 AM to 4:00PM Monday through Friday.

The area in which the portable stand is located shall be cleaned daily. Area around the stand shall be kept clean and free from debris origination in or at the stand. The shaved ice stand is subject to Warren County Health Department inspection and approval.

All items required for proper operations of the shaved ice stand shall be provided by the business owner of the stand at no cost to the City. The City shall not provide water or electricity. The stand shall be self-sufficient.

- Only shaved ice may be sold.
- No product may be sold in metal or glass containers.

The business owner shall be responsible for obtaining, at no cost to the City, all required licenses and health certificates for compliance with all applicable city ordinances and state and federal laws. Storage of supplies and products is the responsibility of the owner. The City shall not be responsible for the shaved ice stand or supplies items or products.

Proposals shall be evaluated by the following criteria:

- Compliance with minimum specification requirements.
- Bidder's past experience in shaved ice stand operation.
- Bidder's monetary guarantee (remuneration) to the City.

Include in proposal bidders experience summary of shaved ice stand operation.

Bidding business owner shall include with the bid submittal a certified check in the amount of the bid price for stand being bid upon plus a certificate of liability insurance in the amount of \$50,000.00 per instance up to a maximum of \$100,000.00 for the entire length of the City Pool Season.

By submittal of a bid, the business owner agrees to all the terms and conditions of this proposal packages.

			Shaved Ice Stand Operations					
	Item	Unit	Item Description					
			May 2017 - October 2017					
	1	ea	City Park Pool					

## SEALED PROPOSAL CHECKLIST

### Shaved Ice Stand Services

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

Required	Not Required	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Bid security in the amount of <b>5%</b> of proposal included in the proposal submitted.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Performance and Payment Bond in the amount of 100 percent of the contract by the successful bidder.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Proposal sheet entries filled in and bid sheet signed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Deviations described in detail.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Manufacturer's literature enclosed in proposal submittal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Samples provided per specification requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Prices proposal are for units specified.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Certificate of Responsibility. See item in the instruction to bidders for complete requirements.