



Victor Gray-Lewis
Director

CITY OF VICKSBURG

Community Development Division

Code Enforcement Department / Building Code Enforcement

Housing Department / Planning & Zoning / Historic Preservation

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October 8, 2018

To The Mayor and Board of Aldermen:

Due to our only receiving one RFQ for the asbestos and lead based paint testing and abatement, the Selection Committee must decline this one RFQ that we received on September 10, 2018 based on the MS Home Corporation CSD Procurement Policy and Procedures dated 2/15/2018. It states, (see enclosure), under #5 that the recipient must receive at least two or more responsible bids for competition to be deemed valid. If the recipient does not receive 2 or more bids for the initial bid process, the recipient must re-bid as soon as possible. If only 1 is received after the second bid, the recipient can negotiate with the one bidder.

So we would like to re-advertise on October 12, 2018 and receive the RFQs on October 25th. Thank you.

Respectfully

Gertrude Young
Housing Director

4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason

COMPETITIVE SEALED BID PROCUREMENT PROCEDURES

1. An Invitation for Bids (IFB) must be prepared by the Sub-recipient and must include complete and accurate technical specifications with all pertinent attachments that clearly define items or services needed in sufficient detail for the bidders to properly respond.
2. The IFB must be published in a newspaper of general circulation once each week for two (2) consecutive weeks (14 days). The bid opening for construction projects with total cost in excess of \$50,000 must not be less than 15 working days after the last notice appears in the newspaper. Therefore, the bid opening must not be sooner than the 16th working day. Working days are defined as days that your entity is officially open for business. The IFB must state the date, time and location for submission of bids. The legal advertisement must provide information pertaining to where the project plans and specifications may be obtained or reviewed.
3. The Sub-recipient must send the IFB to two (2) or more MBE/WBE via certified mail. The MBE/WBE firms must be potential sources and is qualified to provide the specific type of service being procured.
4. The Sub-recipient must submit the IFB to the Mississippi Procurement Technical Assistance Program (MPTAP) via the agency bid bank website located at www.agencybidbank.mississippi.org before or on the same day as submitted to the newspaper for publication.
5. The Sub-recipient must receive at least two (2) or more responsible bids for competition to be deemed valid. All bids received must be dated and timed stamped and must be recorded and listed on a bid tabulation sheet. If the Sub-recipient does not receive 2 or more bids for the initial bid process, the Sub-recipient must re-bid the project as soon as possible to prevent further delays. If the Sub-recipient receives only 1 bid after the second bid, the Sub-recipient may negotiate with the one (1) bidder for that project. Any bid not received by the date and time stated in the legal advertisement must be returned unopened to the submitter.
6. If awarded, a firm fixed-price contract award must be made in writing to the lowest responsive and responsible bidder who has satisfied all requirements according to the IFB.
7. Any or all bids may be rejected if there is a sound documented reason to do so.



8. The Sub-recipient must notify all successful and unsuccessful bidders, in writing.
9. The Sub-recipient may execute contracts with the successful bidder and file all documents related to the sealed bid procurement in the procurement historical file.

