

Legal Publication

HINDS COUNTY BOARD OF SUPERVISORS

**REQUEST FOR PROPOSALS TO PROVIDE SECURITY GUARD SERVICES FOR THE
HINDS COUNTY DEPARTMENT OF HUMAN SERVICES PROPOSAL #:050514**

**STATE OF MISSISSIPPI
COUNTY OF HINDS**

Proposals will be received by Hinds County Board of Supervisors Proposal #050514, to provide Security Guard Services for the Hinds County Department of Human Services. This Proposal will be using the Sealed Proposal Process .Proposals will be accepted until **Monday, May 5, 2014 at 3:00 PM CDT** in accordance with the specifications and procedures available with the Hinds County Chancery Clerk's Office of Eddie Jean Carr, Chancery Clerk, 316 South President Street, Jackson, MS 39201.

Proposals will be taken by sealed proposal process only. Proposals will be accepted until Monday, May 5, 2014, at 3:00 PM CDT.

Specifications and procedures are available at the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201, or on the Hinds County Board of Supervisors website: www.hindscountymiss.com

Mandatory Pre-Proposal Conference: A Pre-proposal conference will be held on Tuesday, April 22, 2014, 10:00 AM CDT, at the Hinds County Board of Supervisors, Board Room, 316 South President Street, Jackson, MS 39201. Vendors/Suppliers will be able to obtain additional information and receive designated time slots for a site evaluation. Questions regarding this proposal will be addressed at this time.

The Hinds County Board of Supervisors shall have the authority and discretion to determine whether a proposal is responsive to this statement of intent.

Bid Bond

A bid Bond will be required for this project. The Bond should be the net amount of five (5) % of the proposal amount payable to the Hinds County Board of Supervisors and be converted to a Performance Bond upon award of Contract.

PROPOSAL CONFORMATION

Any Proposal submitted by any Vendors/Suppliers, which fails to conform to the essential requirements of the specifications, will be rejected. In discretionary cases, the Hinds County Board of Supervisors shall be the determining factor in whether specifications are met. Proposals must be answered completely for the design of the services as per the specifications or they will be rejected. Proposals must meet or exceed all plans and specifications.

It is the intention of the County to award this proposal to the overall lowest and best bidder meeting specifications.

Sales Taxes and federal excise tax are not to be included in the proposal price.

The Hinds County Board of Supervisors reserves the right to reject all bids. The Hinds County Board of Supervisors will select the overall lowest and best proposal; and reserves the right to accept proposals based on the total of the evaluated proposal. The Contract will be awarded to the responsible proposer submitting the lowest and the best-evaluated proposal complying with the specifications.

Eddie Jean Carr, Chancery Clerk

Publication Date(s) **Jackson Advocate: Thursday, April 10, 2014 & Thursday, April 17, 2014**

REQUEST FOR PROPOSAL (RFP)

Issue Date: April 10, 2014

RFP Number: 050514

Request For Proposal to Provide Security Guard Services

Issuing Agency: Hinds County Board of Supervisors
316 South President Street
Jackson, Mississippi 39201

Using Agency And or Location Where Work Will Be Performed: Hinds County Department of Human Services
4777 Medgar Evers Boulevard
Jackson, Mississippi 39213

Initial Period of Contract: From _____ Through _____

Sealed Proposal Will Be Received Until 3:00 p.m. on May 5, 2014 For Furnishing The Services Described Herein.

All inquiries For Information Should Be Directed To:

Mrs. Carmen Davis, County Administrator
Hinds County Board of Supervisors
316 South President Street
Jackson, Mississippi 39201
Phone: 601-968-6501 Email: cdavis@co.hinds.ms.us

Mr. Clarence Williams, Human Capital Develepment
Hinds County Board of Supervisors
316 South President Street
Jackson, Mississippi 39201
Phone: 601-973-5550 Email: cwilliams@co.hinds.ms.us

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO:

Mrs. Eddie Jean Carr, Chancery Clerk
Chancery Court Building- Second Floor
316 South President Street
Jackson, Mississippi 39201

IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO:

Mrs. Eddie Jean Carr, Chancery Clerk
Chancery Court Building – Second Floor
316 South President Street
Jackson, Mississippi 39201

In compliance with this request for proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

_____ Date: _____

_____ By: _____
(Signature In Blue Ink)

_____ Name: _____
(Please Print)

_____ Zip Code: _____ Title: _____

IRS ID or DUNS Number: _____ Phone: (____) _____

Email: _____ Fax: (____) _____

PROPOSAL CONFERENCE: A mandatory pre-proposal conference will be held at: Hinds County Board Room on April 22, 2014 at 10:00 a.m.

NO ONE WILL BE ADMITTED AFTER: 10:30 a.m.

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to provide Security Guard Services for the Hinds County Department of Human Services (HCDHS), 4777 Medgar Evers Boulevard, Jackson, Mississippi 39213-1677 and negotiate a contract with contractor upon award.

II. SCOPE OF WORK

The contractor shall furnish all labor, equipment, materials and supplies required to provide security surveillance and service for HCDHS buildings, equipment, parking lots, and grounds and to provide protection against breaches of the peace, disruptive activities, damage, vandalism, and loss from theft at both of HCDHS locations.

The HCDHS building on Medgar Evers Boulevard is approximately _____ square feet. The facility includes ____ offices, common areas including a multipurpose room lounge, library, hallways, ____ restrooms, __ kitchens, and utility areas.

Generally, the service to be provided within an estimated ____ hours per week by armed, uniformed, trained, and certified security guards and an additional ____ hours per week for a trained and certified supervisor, for a grand total of ____ hours to be billed at the same hourly rate. The hours of service may change (expand or be reduced) with reasonable notice during the contract period as necessary for emergencies.

All security guard service personnel must meet the following criteria:

1. Wear professional uniforms;
2. Maintain a neat personal appearance;
3. Be an employee of the Service Provider;
4. Possess proper training and certification;
5. Carry approved firearms and/or less lethal weapons (i.e. mace);
6. Be physically capable of walking up stairways in building for patrols;
7. Be capable of intensive or prolonged physical activity without endangering self or others, in both emergency and non-emergency situations that involve but not limited to running, standing, bending, sitting, climbing, lifting, and inclement weather conditions;
8. Monitor security cameras;
9. Work and fill different shifts;
10. Possess a high school diploma or equivalent;

11. Undergo and pass a background investigation.

Professionalism is essential. The contractor shall provide the requested personnel for satisfactory performance of the contract terms. The contractor shall establish and follow a quality control program for the purpose of identifying and correcting deficiencies. All documentation used for the quality control program shall be made available for review by HCDHS upon request.

1. Contractor shall provide a schedule of on-going training and professional development.
2. Contractor will provide copies of contact logs/sign-in sheets of training and professional development to HCDHS/County Administrator.
3. Contractor shall provide a copy of all certifications and credentials for security personnel assigned to the County Administrator.
4. Contractor shall meet with HCDHS bi-monthly, or as otherwise appropriate, and shall provide a yearly schedule for those meetings. MEETINGS ARE MANDATORY. These meetings are to be with Owner, not staff.
5. Contractor shall regularly provide with a list of replacement/substitute officers.
6. Contractor shall provide HCDHS with a written security plan.
7. Contractor shall provide in response to this RFP, the experience and qualifications of personnel who are the principals.
8. Contractor shall provide written procedures for contacting security staff in the event of an alarm.

III. OTHER SPECIFICATIONS

1. Provide five (5) armed security officers Monday-Friday, excluding applicable government holidays that are observed by the Department of Human Services. Provide a Mandatory minimum of one (1) female officer to assist with checking purses, bags, etc. of female clients/visitors.
2. Security will open building at 6:30 a.m. and close the building at 6:30 p.m.
3. Security officers are responsible for operating walk-thru metal detectors located at any entrance of the building. Established rules, regulations and procedures relating to operation of the walk-thru metal detector are a requirement.
4. Replacement of security without cause shall take place within one hour, if such a request is made by HCDHS staff.
5. Contractor shall comply with all FLSA provisions and keep appropriate records.

6. Any officer receiving services through any Human Services office should be reported to HCDHS on or before reporting to work. Personal identifying data shall be provided on all officers (assigned and replacements) that report to work at HCDHS, included but not limited to DOB, SSN, street address, telephone number, etc.
7. All officers should be formally trained in crowd control, gun control, arrest and search techniques and procedures, first-aid, CPR, and human relations.
8. Security shall enforce HCDHS's policy against gathering of crowds. There are also policies which prohibit disruptions of the work force, work areas and work flow. When and if this happens, the officer should be able to manage and control with consultation with HCDHS administrative staff prior to contacting law enforcement.
9. On the initial shift of any security officer the security supervisor assigned to HCDHS shall accompany and orientate the new officer.
10. **Strictly enforce:** no profanity; no smoking inside the building; no cars parked at the entrance, at the curbs, nor in the fire lanes. No abandoned vehicles shall remain on the property. Security officers are summoning towing services after reporting violations to HCDHS administrative staff following efforts to have drivers/owners provide for the swift and timely removal of illegally parked and/or abandoned vehicles.
11. All persons entering the facility shall be treated equally and given the same courtesy and respect regardless of race, age, sex, religion, national origin or other legally protected class.
12. Security officers shall use personal communication devices on an emergency basis.
13. During normal work hours, excessive socializing, fraternizing, and soliciting with employees, clients, and other visitors is strictly prohibited. Sexual harassment shall not be tolerated.
14. Consistent and regularly scheduled monitoring and surveillance of the parking lot for violations/loiterers is MANDATORY. Entrance to the property by means other than the main entrance is illegal and shall be enforced. Solicitations by street vendors or any other unauthorized party shall be prohibited.
15. Written incident reports are mandatory and are required daily.
16. Contractor shall have an officer(s) available to respond promptly to all after hours and weekend burglar and fire alarms at the facility. The building burglar and fire alarms are monitored by the Hinds County Sheriff Department and ADT Security respectively.

Additionally, the contractor shall provide weekend and holiday patrol services. The office building and facility grounds must be checked twice daily; once during the day and once at night. The contractor will bill the County for no more than four (4) hours for each weekend day/holiday patrol services, not including hours/time spent responding to burglar and/or fire alarms. The hourly rate for weekend day/holiday patrol services and responding to any after-hour emergency will be at the regular rate stated in the awarded contractual agreement. Reimbursement for over-time paid to any officer while on assignment to HCDHS is prohibited.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

The contractor will accept all terms and conditions stated in this Request for Proposals.

The contractor will accept complete responsibility for the completion of all duties outlined in this Request for Proposals.

The contractor will accept without qualifications, all terms and conditions stated in this Request for Proposals.

A. General Instructions:

1. In order to be considered for selection, all contractors must submit response to this Request for Proposals. One original and 8 copies of each proposal must be submitted. No other distribution of the response to this Request for Proposals shall be made by the contractor.
2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the contractor. All information requested must be submitted. Failure to submit all information requested may result in a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by HCDHS. Mandatory requirements are those required by law or regulations or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents which cross-references the RFP requirements. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed. Information which the offeror

desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional materials.

- d. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with proposal should be contained as a single volume, including the original and the required copies.
- e. Any contractor who wishes to withdraw his or her proposal before proposals are opened may do so by giving written notice. Proposal may be withdrawn up to one hour prior to time set for the opening of response to the RFP.
- f. All proposals shall remain valid for sixty (60) days.
- g. The contract will be awarded only to a responsible Service Provider which has the ability to perform successfully under the terms and conditions of the proposed contract.
- h. The term of this contract is for a one-year period, commencing on _____ and ending _____.
- i. HCDPS reserves the right to cancel and terminate any resulting contract in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform all outstanding issues prior to the effective date of cancellation.

B. Specific Proposal Instructions

Proposals should be as thorough and detailed as possible so that HCDPS may properly evaluate your capabilities to provide the required goods/services. Contractors are required to submit the following items as a complete proposal:

1. Return the cover sheet and all addenda acknowledgements (if any) signed and filled out as required;
2. Describe your plan for providing Security Services to HCDPS. Include:
 - a. A description of how you propose to cover required hours as well as a backup plan for staffing in case of emergency;
 - b. A description of all certifications and quality performance documentation to be provided by you in the performance of work included in this solicitation. Include samples of all contractor's standard certifications (if any);
 - c. List of service equipment to be used by contractor's staff in performance of work included in this solicitation, if applicable;

- d. Details of how your staff will communicate with designated HCDHS staff; and
 - e. Describe your plan for increasing manpower if shorthanded.
3. Price:
- a. Based on the schedule presented, and on the pricing schedule, provide an average monthly sum and lump sum price per year for security services proposed.
 - b. List your price for providing extra services beyond the scope of work contained in this RFP.
4. Qualifications and Experience:
- Describe your qualifications and experience in providing past and present Security Services. Include:
- a. Provide complete and detailed description of your organization's qualifications and experience relative to the services described herein. Include proof of required certifications.
 - b. Organization data, including size and structure of firm, joint venture and/or subcontractor arrangements (if any), location of office(s) and financial standing.
 - c. Complete list of contractor's management and staff personnel to be used for this contract, designated tasks with detailed qualifications and experience of each relative to the services requested herein.
 - d. References including Business Address, contact and Phone Numbers.

V. EVALUATION AND AWARD CRITERIA

A. Evaluation Criteria: Proposals shall be evaluated by County staff using the following criteria:

	<u>Point</u> <u>Value</u>
1. Specific plans or methodology to be used to perform the services	30
2. PRICE	30
3. Experience and qualifications of personnel assigned to perform the services	30
4. References from other clients	<u>10</u>
	100

B. Award of Contract: Selection shall be made of two or more responders deemed to be fully qualified and best suited among those submitting best value proposals on the

basis of the evaluation factors included in this solicitation, including price. Negotiations shall be conducted with the Offeror(s) whose Proposal(s) represent the most advantageous and best offer. Awards may be made to a reasonably ranked MBE/WBE-certified offeror that is other than the highest ranking offeror. Awards will be made on a best value basis to the Offeror(s) which, in the County's opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Board of Supervisors may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's offer as negotiated.

VI. PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference will be held on April 22, 2014 at 10:00 a.m. in the Board meeting room, first floor, Chancery Court Building, 316 South President Street, Jackson, MS 39201. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will be accepted only from those offerors who are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:30 a.m.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VII. GENERAL TERMS AND CONDITIONS:

A. Anti-discrimination: By submitting their proposals, contractors certify to the Hinds County Board of Supervisors that they will conform to and will comply with the provisions of:

1. Title VI of the Federal Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, sex, or national origin, in programs or activities receiving federal financial assistance;
2. The Americans with Disabilities Act;

3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability in the programs or activities receiving federal financial assistance;
 4. The Age Discrimination Act of 1975 enacted as an amendment to the Older Americans Act, which prohibits unreasonable discrimination based on age in the delivery of services and benefits supported with federal funds.
- B. During the course of the awarded contract, the contractor shall agree as follows:
1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.
 2. The contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- C. Applicable laws and courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Mississippi and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. The contractor shall comply with applicable federal, state and local laws and regulations.
- D. Records and audit: The contractor agrees to retain all books, records, and other documents relative this contract for ___ years after final payment, and to make such books, records and other documents available during normal hours for inspection by the County and State auditors.
- E. Personnel: The contractor agrees that he/she has or will secure at his/her own expense, all personnel required in performing the services in the Scope of Work. Such personnel shall not be employees of HC Department of Human Services nor have any contractual relationship with HCDPS. All services required hereunder will be performed by the contractor or under his/her supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local laws to perform such services.
- F. Review of work: The contractor agrees to permit and facilitate review his/her work hereunder by HCDPS at Jackson, Mississippi, or at such other places as the parties hereunder may determine and to which they may mutually assent and at such time may be mutually agreeable.

- G. Indemnification and insurance: The contractor assumes all liability for and shall indemnify, protect, save and keep harmless the Department Human Services, the Hinds County Board of Supervisors, their officials, employees, agents, representatives and servants, in their individual and official capacities from and against all losses, damages, penalties, claims, actions, suits, costs, expenses and disbursements, including legal expenses of whatsoever kind and nature, imposed upon, incurred by, or asserted against the contractor, the Department Human Services, the Hinds County Board of Supervisors in any way arising out the awarded contract. The indemnities requested and required shall continue and remain in full force and effect notwithstanding the termination of the awarded agreement. The contractor agrees to maintain sufficient insurance to protect the Department Human Services, the Hinds County Board of Supervisors from any loss or damage that may occur by reason of services provided under the awarded contract.

MINORITY PARTICIPATION: IT IS THE INTENT OF HINDS COUNTY, MISSISSIPPI, in the interest of providing equal opportunity and participation to all segments of the community, to achieve a goal of minority participation in all activities and projects constructed or sponsored by Hinds County. In furtherance of this; thirty percent (30%) minority/minority business participation is required in connection with all services/commodities provided in connection with this activity/project. It is the intent of Hinds County that this participation be construed to mean that at least thirty percent (30%) of the services and or commodities provided in this project shall be provided by a minority business and that said minority business shall receive at least twenty percent of the compensation paid by Hinds County for the services/commodities rendered in connection with this activity/project.

Pursuant to State law, "minority business" is defined as a business which is owned by a person who is a citizen or lawful permanent resident of the United States and who is:

- (i) Black: having origins in any of the black racial groups of Africa.
- (ii) Hispanic: of Mexican, Puerto Rican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race.
- (iii) Asian American: having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
- (iv) American Indian or Alaskan Native: having origins in any of the original people of North America.

All persons/entities wishing to provide services/commodities to Hinds County shall submit a specific hand written statement describing their status and the manner in which they propose to comply with this provision with their RFP Response Package.

Failure to demonstrate compliance to the satisfaction of Hinds County shall result in a proposal being deemed non-responsive to the specifications required by Hinds County for the fulfillment of this activity/project.

Following the acceptance of a proposal for services/commodities, the successful candidate shall, within fifteen (15) days of such acceptance, substantiate compliance with these provisions by submitting a second written statement delineating the specific method(s) of compliance, including identities and areas of participation of minority participants.

The Hinds County Board of Supervisors shall have the authority and discretion to determine whether a proposal is responsive to this statement of intent.

HINDS COUNTY

316 South President ·
Suite 401 · Jackson, Ms 39205
(601) 968-6534



PURCHASING

Chancery Court Building ·
fax - (601) 968-6544

Vendor Information Packet

We are pleased to acknowledge all companies interested in becoming a vendor with Hinds County. It is the intent of this office to acquaint you with the policies, procedures, and laws which govern our operation and enable us to maintain an equitable relationship with all vendors.

It is the policy and goal of the Hinds County Purchasing Department to provide all vendors a fair, competitive and transparent solicitation process, that encourages an open and fair competitive opportunity to sell equipment, machinery, supplies, commodities, materials, and services to Hinds County.

For your convenience, it is the vendor's responsibility to obtain a Purchase Order number. A Purchase Order number **is required before any purchases** can be made by Hinds County. Vendors are responsible for remitting proper invoice(s) to the Accounting Department for payment.

If you are interested in being added to Hinds County's Vendor List, please complete the attached Vendor Application, IRS W-9 form and Commodities/Services list.

Included with this packet is Hinds County's Sales Tax Exemption Information and contact information for questions concerning purchases and payments.

Thank you for your interest in Hinds County and we look forward to future opportunities for doing business with your company.

Respectfully,

Arthur Matlock
Purchase Clerk

HINDS COUNTY



PURCHASING

316 South President ·
Suite 401 · Jackson, Ms 39205 fax - (601) 968-6544
(601) 968-6534

Chancery Court Building ·

Exemption for Sales Tax

Hinds County, Mississippi

TAX ID #: 64-6000443

Hinds County is exempt from Sales Tax by “Section 27-65-105 of the Mississippi Code of 1972, Annotated, providing exemption from sales tax for sales made directly to the United States Government, the State of Mississippi and its departments, all institutions, counties and municipalities or departments of school districts”.

Contact Information for Hinds County

Hinds County Purchasing Department
Chancery Court Building
316 South President Street, Suite 401
Jackson, Mississippi 39201

Telephone: 601-968-6534
Facsimile: 601-968-6544

Invoices, payments information

Hinds County Accounting Department
Chancery Court Building 2nd Floor
P.O. Box 686
316 South President Street
Jackson, Mississippi 39205-0686

Telephone: 601-968-6558
Facsimile: 601-973-5535

HINDS COUNTY, MISSISSIPPI
MINORITY PARTICIPATION

* * * * *

IT IS THE INTENT OF HINDS COUNTY, MISSISSIPPI, in the interest of providing equal opportunity and participation to all segments of the community, to achieve a goal of minority participation in all activities and projects conducted or sponsored by Hinds County. In furtherance of this; thirty percent (30%) minority business participation is required in connection with all services and or commodities provided in this activity or project. It is the intent of Hinds County that this participation shall be construed to mean at least thirty percent (30%) of the services and or commodities provided in this project shall be provided by a minority business and that said minority business shall receive at least thirty percent (30%) of the compensation paid by Hinds County for the services and commodities rendered in connection with this project.

Pursuant to State law, "minority business "is defined as a business which is owned by a person who is a citizen of lawful permanent resident of the United States and who is:

- (I) Black: Having origins in any of the black racial groups of Africa.
- (II) Hispanic: Of Mexican, Puerto Rican, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.
- (III) Asian American: Having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands
- (IV) American Indian or Alaskan Native: Having origins in any of the original people of North America.

All persons/entities wishing to provide services or commodities to Hinds County shall submit a specific written statement describing their status and the manner in which they propose to comply with this provision. Failure to demonstrate compliance to the satisfaction of Hinds County shall result in a proposal being deemed non-responsive to the specification required by Hinds County for the fulfillment of this activity or project.

Following the acceptance of a proposal for services or commodities, the successful candidate shall, within fifteen (15) days of such acceptance, substantiate compliance with this provision by submitting a second written statement delineating the specific method(s) of compliance, including identities and area of participation of minority business participants.

The Hinds County Board of Supervisors shall have the authority and discretion to determine whether a proposal is responsive to this statement of intent.



Official Use Only:
Vendor No. _____
Date Submitted: _____

VENDOR APPLICATION

PLEASE TYPE OR PRINT NEATLY. APPLICANT MUST COMPLETE ALL SPACES PROVIDED OR APPLICATION WILL BE RETURNED.

BUSINESS INFORMATION			
Business Name:	Type of Business:	Federal Employer ID#	
Physical Address: (Include Suite/Bldg.No):		City, State	Zip Code:
Mailing Address:(only if different from street):		City, State	Zip Code:
Toll Free Number:	Office Number:	Fax Number:	
Occupational License: (if applicable) (Please attach if available)		Professional License:(if applicable) (Please attach if available)	
Organization: (Check One) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (Incorporated under the laws of the state of _____)			
Are you a Minority Vendor? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
PERSON TO CONTACT FOR BIDS OR QUOTES			
Contact Name:		Contact Email Address: *for Bid Information	
Contact Street Address:		City, State	Zip Code
Mailing Address for Payments (Checks)		City, State	Zip Code
Contact Toll Free Number:	Office Number:	Fax Number:	Cell Number: (Optional)
CERTIFICATION			
<p>I certify that I am the owner or an authorized officer or agent for the above company and that the information supplied herein, including all pages attached, is correct and that neither the applicant nor any person or concern in any connection with the applicant as a principal officer, so far as is known, is now debarred or otherwise declared ineligible by the Hinds County Board of Supervisors from bidding for materials, supplies, equipments or services to the Hinds County Board of Supervisors or any agency thereof.</p> <p>Note: All applications are subject to review and investigation prior to validation for placement on approved County Vendor List.</p>			
Signature of Owner, Officer or Authorized Agent:			
Print Name Here:		Title:	Date:

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

LOCAL BUSINESS DIRECTORY
LIST OF COMMODITIES/SERVICES

- | | | |
|---|---|--|
| <input type="checkbox"/> A/C Repairs | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Playground Equipment |
| <input type="checkbox"/> Air Compressor Repairs/Sales | <input type="checkbox"/> Fire Equipment Sales | <input type="checkbox"/> Plant/Nursery Sales |
| <input type="checkbox"/> Alarm Services | <input type="checkbox"/> Fire Equipment Testing | <input type="checkbox"/> Plumbing Services |
| <input type="checkbox"/> Appliance Sales | <input type="checkbox"/> Fire Sprinklers Services | <input type="checkbox"/> Postage Machines |
| <input type="checkbox"/> Architect Services | <input type="checkbox"/> Flooring Services | <input type="checkbox"/> Printing Services |
| <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> Food Services | <input type="checkbox"/> Promotional Supplies |
| <input type="checkbox"/> Asphalt Repairs | <input type="checkbox"/> Fuel, Oil & Lubricants | <input type="checkbox"/> Radio Communication |
| <input type="checkbox"/> Auctioneering Services | <input type="checkbox"/> Furniture Repairs | <input type="checkbox"/> Radio & TV Advertisement |
| <input type="checkbox"/> Auto Part Sales | <input type="checkbox"/> Furniture Sales | <input type="checkbox"/> Recycling Equipment |
| <input type="checkbox"/> Awards & Trophies | <input type="checkbox"/> Garage Door Repairs | <input type="checkbox"/> Road Construction |
| <input type="checkbox"/> Background Checks | <input type="checkbox"/> Garage Door Repairs | <input type="checkbox"/> Rock-Sand-Granite |
| <input type="checkbox"/> B attery Sales & Disposal | <input type="checkbox"/> Glass & Mirror Sales | <input type="checkbox"/> Roofing Services |
| <input type="checkbox"/> Blue Prints | <input type="checkbox"/> Grading of Roads | <input type="checkbox"/> Septic Services |
| <input type="checkbox"/> Book Sales | <input type="checkbox"/> Hydraulic Repairs | <input type="checkbox"/> Shipping Services |
| <input type="checkbox"/> Bottled Water Sales | <input type="checkbox"/> Ice Sales | <input type="checkbox"/> Shoes & Boot Sales |
| <input type="checkbox"/> Brick Supplies | <input type="checkbox"/> Industrial Supplies | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Building Construction | <input type="checkbox"/> Insurance Services | <input type="checkbox"/> Sod-Fertilizer-Seeds |
| <input type="checkbox"/> Building Supplies | <input type="checkbox"/> Internet & Cable Services | <input type="checkbox"/> Sports Equipment |
| <input type="checkbox"/> Carpet Cleaning | <input type="checkbox"/> Junk & Litter Removal | <input type="checkbox"/> Street Sweeping |
| <input type="checkbox"/> Chemical Sales | <input type="checkbox"/> Land Clearing | <input type="checkbox"/> Surveying Services |
| <input type="checkbox"/> Cell Phones | <input type="checkbox"/> Large Equipment Repairs | <input type="checkbox"/> Temporary Labor |
| <input type="checkbox"/> Cleaning Services | <input type="checkbox"/> Landscaping Services | <input type="checkbox"/> Tire Sales & Disposal |
| <input type="checkbox"/> Computer Hardware & Software | <input type="checkbox"/> Lawn Equipment Repairs | <input type="checkbox"/> Title Company |
| <input type="checkbox"/> Concrete Services | <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Tool Sales & Repairs |
| <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Lighting Supplies | <input type="checkbox"/> Towing Services |
| <input type="checkbox"/> Copier Repairs & Sales | <input type="checkbox"/> Locksmith Services | <input type="checkbox"/> Traffic Control Supplies |
| <input type="checkbox"/> Debt Collection Services | <input type="checkbox"/> Lumber Sales | <input type="checkbox"/> Traffic Striping Services |
| <input type="checkbox"/> Document Shredding | <input type="checkbox"/> Machine & Equipment Rental | <input type="checkbox"/> Trailer Sales |
| <input type="checkbox"/> Drug Rehab Services | <input type="checkbox"/> Mailing Services | <input type="checkbox"/> Tree Trimming |
| <input type="checkbox"/> Dumpster Services | <input type="checkbox"/> Medical Supplies | <input type="checkbox"/> Trucking & Excavating |
| <input type="checkbox"/> Electrical Repairs | <input type="checkbox"/> Metal Fabrication | <input type="checkbox"/> Uniform Sales & Service |
| <input type="checkbox"/> Elevator Services | <input type="checkbox"/> Moving Services | <input type="checkbox"/> Upholstery Cleaning |
| <input type="checkbox"/> Embroidery Services | <input type="checkbox"/> Music Equipment Sales | <input type="checkbox"/> Utility Services |
| <input type="checkbox"/> Endangered Species | <input type="checkbox"/> Office Machine Repairs | <input type="checkbox"/> Vending Services |
| <input type="checkbox"/> Engineering Services | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Video Taping Services |
| <input type="checkbox"/> Engraving Services | <input type="checkbox"/> Outdoor Advertising | <input type="checkbox"/> Water Testing Services |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Painting Supplies & Services | <input type="checkbox"/> Welding Services |
| <input type="checkbox"/> Fencing Services | <input type="checkbox"/> Paper Products | <input type="checkbox"/> Well & Pump Repairs |
| <input type="checkbox"/> File Systems | <input type="checkbox"/> Paving Services | |
| | <input type="checkbox"/> Pest & Termite Control | |

Type of Commodity or Service Company Provides: (Please see above list and mark all applicable services/commodities or fill in the other section if your service/commodity is not listed) and attach to the application upon submission.

OTHER: