

**+NOTICE TO BIDDERS AND SPECIFICATIONS**  
**HINDS COUNTY BOARD OF SUPERVISORS TWENTY FOUR (24) MONTH TERM BID**  
**FOR THE SALE OF USED OIL**

**HINDS COUNTY PURCHASING DEPARTMENT**  
**Arthur Matlock, Purchase Clerk**  
**Purchasing Department**  
**Chancery Clerk Building**  
**316 South President Street**  
**Jackson, MS 39201-0686**

1. Hinds County Board of Supervisors on the TERM BID CONTRACT, FOR THE SALE OF USED OIL, will receive sealed bids. All Bids packages and specifications will be available at the Hinds County Chancery Clerks Office of Eddie Jean Carr, Chancery Clerk, 316 South President Street, Jackson, MS 39201.
2. The bid opening will be on Wednesday, May 6, 2015 at 10:00 AM in the Board Room of the Hinds County Board of Supervisors, Chancery Court Building, 316 South President Street, Jackson, Mississippi 39201.
3. All bids shall be enclosed in a sealed envelope clearly labeled with: HINDS COUNTY TERM BID CONTRACT SALE OF USED OIL, Your Company's Name, address and the date. All sealed packages must contain all documents and materials as stated in the bid specifications. Sealed Bid Packages will be due on or before Wednesday, May 6, 2015 no later than 9:59 A.M. CST at the Hinds County Chancery Clerks Office, Second Floor, Chancery Court Building, 316 South President Street, Jackson, Mississippi 39201. Any Bid Packages received after that time will not be considered. It is the intent of the Hinds County Board of Supervisors to award this and all bids to the highest and/or best bidder in the best interest of Hinds County.
4. 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. Bids must be hand delivered, or otherwise physically delivered by public or private couriers or delivery service, including but not limited to U.S. Postal Service, Certified Mail with return receipt requested, United Parcel Service, Federal Express, or by any other delivery method wherein receipt of said bids must be acknowledged, in writing, by the addressee by 9:59 A.M. Wednesday, May 6, 2015 to Eddie Jean Carr, Chancery Clerk, Second Floor, Chancery Court Building, 316 South President Street Jackson, Mississippi 39201. Any bid, which fails to conform to the essential requirements of the specifications, shall be rejected. The Board of Supervisors shall be the determining factor in whether specifications are met. Bids must be the exact quantity of the item(s) required or they

will be rejected. An individual duly authorized to bind the bidder must sign each bid. Prices must include all permits and reflect the net payment per gallon.

5. Sealed Bids and Specification Responses must be submitted and will be due at the office of Eddie Jean Carr, Hinds County Chancery Clerk, Second Floor, 316 South President Street, Jackson, MS 39201 no later than Wednesday, May 6, 2015 by 9:59 A.M. CST. Any responses received after the time specified will be rejected and not permitted to bid on the project.

BID: Hinds County Term Bid for sale of Used Oil

Firm \_\_\_\_\_ Name: \_\_\_\_\_

Person  
Completing Documents: \_\_\_\_\_

Mailing \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_

State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone No: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Signature  
of individual completing Documents: \_\_\_\_\_

**6. ADDENDA AND INTERPRETATIONS:**

- a. Should a bidder find any discrepancies in, or omissions in the Specifications or should be in doubt as to their written meaning, they should at once notify the Hinds County Purchasing Department, who will send a written instruction of interpretation to known holders of the documents. The Hinds County Board of Supervisors will not be responsible for any oral instructions.
- b. Addenda to Specifications may be issued before the time of bidding, included in the Bid, and will become a part of the awarded Contract.

7. **LAWS AND REGUTATIONS:** The bidder's attention is directed to the fact that all applicable State laws, Municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to the Contract throughout, and they will be deemed to be

included in the contract the same as though herein written out in full. If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and taken on the next business day that the agency shall be open and at the 'previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.

- 8. 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 thirty 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 Bid Package due on Wednesday, May 4, 2015.

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.

**A. BID CONFORMATION:** Any Bid Package, which fails to conform to the essential requirements of the specifications, shall be rejected. The Hinds County Board of Supervisors shall be the determining factor in whether specifications are met. An individual duly authorized to bind the bidder must sign each Specification Response package. The Bid prices must include all shipping and freight costs. Bids must meet or exceed all specifications.

Hinds County is tax exempt and no taxes are to be included in the bid pricing. Pricing numbers and Federal Excise Tax are not to be included in the bid price.

**9. BID PRICES:** The Hinds County Board of Supervisors, reserves the right to accept or reject any part or all of any bid submitted and waive any informalities therein, and to select the pricing system that is best suited for the County. All price bids will be guaranteed delivered prices for the term of the contract. All prices will, be guaranteed through the term of the contract, or through the renewal of the contract and the awarding Vendor must sign the final agreement from the Hinds County Board of Supervisors.

**10. GENERAL INFORMATION AND DETAILED PACKAGE ITEMS:**

**A.** Sealed Bids will be received by the Hinds County Chancery Clerks Office until 9:59 A.M. on May 4, 2015 for Hinds County, HINDS COUNTY TERM BID CONTRACT SALE OF USED OIL with an option to renew the contract for additional 24-month period.

**B.** Option to Renew: Hinds County reserves the right to renew and/or amend the contract at the end of the term with written notice. Notice shall be given to the awarded Vendor/Contractor sixty (60) days prior to the termination date.

- C. Before submitting a bid, all Vendors/Contractors shall familiarize themselves with all contract documents, including Notice of Advertisement, instructions to Vendors/Contractors, Requirements and Specifications, all of which are part of the documents and all may be obtained at the Hinds County Chancery Clerk Office, Hinds County Board of Supervisors, 316 President Street, Jackson, Mississippi 39201.
  
- D. Board Rights: The Hinds County Board of Supervisors reserves the right to reject any and all bids. The Contract will be awarded to the responsible vendor/contractor submitting the overall best response to the seal bid complying with the specifications, and fitting the needs of the county. Hinds County shall have the authority and discretion to determine whether a bid is responsive to this statement of intent.
- E. Vendor to complete (Vendor Application) and return with documents.
- F. Provide a copy of Certificate of Liability Insurance.
- G. Provide a copy of EPA number
- H. Hinds County is requesting a Contract for the Sale of Used Bulk Oil. Hinds County Central Repair has a 1000 Gallon Tank used to store the oil. Vendor will pump the oil from the tank and the County is looking for a price per gallon on the oil sold.
- I. It is the responsibility of the supplier from any spillage or any cleanup from spillage and hold Hinds County harmless from any spillage of the oil pickup.
- J. All payments from oil sold must be made to Hinds County within 30 days of pickup.
- K. Pickup Location: Hinds County Central Repair, 1140 Central Drive, Raymond MS 39154 in accordance with your notice, I bid the following per the Specifications:

Description	Location	Bid Amount

The above will comply with the specifications included in the notice to bidders, with any and all exceptions noted in a separate document.

**DO NOT SUBMIT PRICES FOR MORE THAN ONE PRODUCT**

It is the intention of the County to award this bid to the highest and best bidder per unit cost meeting specifications.

\_\_\_\_\_ Bids must meet or exceed all specifications

Or (check one)

\_\_\_\_\_ Bids must meet all specifications exactly as written

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\_\_\_\_\_ Bidders need not bid on all items listed. Awards will be made for individual items.

Or (check one)

\_\_\_\_\_ Bidders must bid on all items as listed in order to qualify for award.

Signature of Vendor \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**12. CONTACT INFORMATION:** Suppliers having questions in regards to the specifications, locations, or any item of this Term Bid Contract please-contact the following:

Ray Ingram, Director

Hinds County Central Repair Department

1140 Central Drive

Raymond, MS 39154

Ph: 601-857-5542

Fax: 601-352-3164

E-mail: [jlhenderson@co.hinds.ms.us](mailto:jlhenderson@co.hinds.ms.us)

**ATTACHMENTS:** Vendor Application