



MISSISSIPPI STATE
UNIVERSITY™

INVITATION FOR BIDS

OFFICE OF PROCUREMENT & CONTRACTS

1. INSTRUCTIONS FOR BIDDERS

- a. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
- c. Bidders shall submit their bids either electronically or in a sealed envelope.
 - i. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address. Bids should be mailed to: 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.
 - ii. At this time we only accept non-ITS bids electronically. For electronic submission of bids, go to: https://www.ms.gov/dfa/contract_bid_search and use the RFX number on the next page as your reference number.
- d. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.

2. TERMS AND CONDITIONS

- a. All bids should be bid "FOB Destination"
- b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here:
https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf
- c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum:
<https://www.procurement.msstate.edu/contracts/standardaddendum.pdf>

Bid Number/RFX Number: 19-94 / RFX#3160003333

Opening Date: December 11, 2019 @2:00 p.m.

Description: Medicated Fish Feed

Vendor Name: _____

Vendor Address: _____

Telephone Number: _____

Days the Offer is Firm: _____

Authorized Signature: _____

Name: _____

Title: _____

MSU is bidding Medicated Fish Feed per the specifications below. Please bid in the following spreadsheet per the example on the first line. All rows should be completed.

Week Number	Week Ending	Average Published Price per Ton	MSU Discount %	MSU Discount \$	MSU Price per Ton	Freight Per Ton	Total Price per Ton
<i>Example</i>	<i>12/30/2018</i>	<i>\$375.00</i>	<i>15.0%</i>	<i>\$56.25</i>	<i>\$318.75</i>	<i>\$12.00</i>	<i>\$330.75</i>
1	1/6/2019						
2	1/13/2019						
3	1/20/2019						
4	1/27/2019						
5	2/3/2019						
6	2/10/2019						
7	2/17/2019						
8	2/24/2019						

MSU desires to enter into contract with one or more providers to supply MSU – Delta Research and Extension Center (DREC) with its requirements for approximately 0 -100 tons, of MEDICATED FLOATING FISH FEED, inclusive of the following: 35% ROMET and 32% AQUAFLO.

Feed bid should consider delivery to DREC in Stoneville, MS for the period from purchase order execution through December 31, 2020.

Term: The contract will be effective from Purchase Order execution until December 31, 2020 with an option to renew for an additional 12-month period, upon written approval of both parties.

Prices: MSU asks prospective bidders to submit feed price bids, showing the MSU discount to the firm's "average published market price per ton" per the example in the table on page two. The discount will be maintained for the term of the contract period. It is believed that this method will allow the contractor to continue to sell to MSU, at a reasonable profit, as actual costs to the producer rise and fall.

MSU will award the contract to the firm offering the lowest overall evaluation cost.

During the term of the contract, MSU will purchase product as needed from the low bidder. The invoice shall show the product purchased, quantity, average published market price, MSU discount, charged rate, freight cost and total amount owed.

Delivery: Orders will be placed by email or phone, referencing the contract number / purchase order number(s) as issued by MSU. All orders should be delivered within 1 business day to Stoneville, MS as scheduled by DREC.

Minimum: Orders will vary in size due to prescriptive requirements for fish health, research volume, demand, weather and other pertinent factors and as such, MSU makes no guarantees to a minimum order volume.