



**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. To submit electronically, follow the instructions below. Bids CANNOT be emailed.
  - 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 sent 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: [portal.magic.ms.gov](https://portal.magic.ms.gov) 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](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: 23-21/RFX#3160005697**

**Opening Date: March 1, 2023 @2:00 p.m.**

**Description: Fish Feed**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Days the Offer is Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Item	Quantity	Description	Unit Price	Total Price
1		Fish Feed		

MSU desires to enter into contract with one or more providers to supply MSU - Delta Research and Extension Center (DREC) with its requirements for 2,000 - 3,000 tons, more or less, of 28% REGULAR FLOATING FISH FEED, delivered to DREC in Stoneville, MS for the period from purchase order execution through December 31, 2023, with an option to renew for up to four (4) additional one (1) year periods upon the written approval of both parties.

Per Attached Specification and Fish Feed Bid 52 Week Data Sheet.

**Invitation for Bids for Fish Feed:**

MSU desires to enter into contract with one or more providers to supply MSU - Delta Research and Extension Center (DREC) with its requirements for 2,000 -3,000 tons, more or less, of 28% REGULAR FLOATING FISH FEED, delivered to DREC in Stoneville, MS for the period from purchase order execution through December 31, 2023, with the option to renew for up to four (4) additional one (1) year periods upon the written approval of both parties..

**Term:** The contract will be effective from Purchase Order execution until December 31, 2023, with an option to renew for (4) additional 12-month periods, upon written approval of both parties for each term.

**Prices :** MSU asks prospective bidders to submit feed price bids, **showing the MSU discount to the firm's "average published market price per ton"**. 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.

As part of this bid, the bidder shall submit their "average weekly published market prices per ton" for each of the weeks of the period from July 1, 2022, to August 31, 2022, along with the related MSU discount percentage. The bidder should also include a standard freight cost per ton as applicable . MSU will review the average historical prices and will apply the discount submitted in this bid in order to determine an overall "evaluation cost". MSU will award the contract to the firm offering the lowest overall evaluation cost.

An example of the process inputs is outlined below. This shows the market price, MSU discount, and the MSU price per ton, along with any freight/delivery charges:

Week#	Week Ending	Avg Published Market Price perTon	MSU Discount% (or) (Premium%)	MSU Discount\$ (or) (Premium\$)	MSU Price per Ton	Freight per Ton
EXAMPLE	xx/xx/xx	\$ 375.00	15.0%.-6	\$ 56.25	\$ 318.75	\$ 12.00
EXAMPLE	xx/xx/xx	\$ 379.00	15.0%.-6	\$ 56.85	\$ 322.15	\$ 12.00
1	7/9/2022			\$ -	\$ -	
2	7/16/2022			\$ -	\$ -	
3	7/23/2022			\$ -	\$ -	
4	7/30/2022			\$ -	\$ -	
5	8/6/2022			\$ -	\$ -	
6	8/13/2022			\$ -	\$ -	
7	8/20/2022			\$ -	\$ -	
8	8/27/2022			\$ .	\$ -	
				\$ .	\$ -	

During the term of the contract , MSU will purchase product as needed from the low bidder. The awarded contractor will be required to provide a copy of their "average published market prices " with each invoice. 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 I business day to Stoneville, MS as scheduled by DREC.

**Minimum:** Orders will vary in size due to growing conditions, research volume, demand, weather and other pertinent factors and as such, MSU makes no guarantees to a minimum order vo