



**INVITATION FOR BIDS**  
**OFFICE OF PROCUREMENT SERVICES**

**1. INSTRUCTIONS FOR BIDDERS**

- a. Sealed bids will be received in the Office of Procurement Services, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement Services 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, in Bully Buy, or in a sealed envelope. Bids CANNOT be emailed
  - a. 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 : 405 Garrard Road East, Starkville, MS 39759
- d. All questions regarding this bid should be directed to the Office of Procurement Services 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.contracts.msstate.edu/resources/standard-forms>

**Bid Number: MSU2026057**

**Opening Date: Thursday March 26, 2026 @2:00 p.m.**

**Description: Large 7-Passenger SUV Rental**

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

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

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

Email Address: \_\_\_\_\_

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

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

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

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

Item	Quantity	Description	Unit Price	Total Price
1	1	Daily Rental Rate for 7 passenger SUV per specifications		
1	1	Weekly Rental Rate for 7 passenger SUV per specifications		

**7-passenger Large SUV Specifications**

Mississippi State University's Athletics department is seeking a vendor that can provide large 7 passenger vehicles delivered to Mississippi State University as needed for official recruiting trips and university business. Vehicles quoted should be equivalent to the following vehicle makes and models:

- Chevrolet Tahoe
- Ford Expedition
- GMC Yukon
- Jeep Waggoner

Vehicles must be clean and full of fuel when dropped off or picked up by MSU staff. Vehicles must be no more than two (2) years of age and have leather seats. Damage waivers must be included in the bid price per vehicle. Vehicles must be dropped off at Mississippi State University to our Athletics department.

**It is MSU's intention to enter into a one (1) year contract beginning July 1, 2026 through June 30, 2027 with the option to renew for an additional four (4) one-year periods. If the vendor can honor pricing for a 5 year period, please note on your response that you can. If not, please note on the response at what percentage increase we can expect or how you will update your pricing per year.**

**Estimated Recruiting Rental Car Usage (This is an estimate only and in no way forces MSU to rent this many vehicles per month. We could need more or less depending on the demands.)**

- **January:** Portal visits and Junior Days are our primary focuses this month. Typically, no more than 10 vehicles are required to meet our needs. During this past two-week portal period, we logged around a total of 3,839 miles.
- **February:** The month of February is a dead period; therefore, no vehicle needs are warranted.
- **March:** One-off official visits are our primary focus during this month. Typically, we require approximately five vehicles to meet our needs. Last March, we logged around 203 miles during the final weekend of the month.
- **April:** One-off official visits are our primary focus during this month. Typically, we require no more than five vehicles. Last April, we logged 806 miles across the second, third, and fourth weekends of the month.
- **May:** High School official visits are our primary focus this month. Typically, we require approximately 10 vehicles to meet our needs. Last May, we logged 1,097 miles during the second and fourth weekends of the month.
- **June:** Larger-volume high school official visits are our primary focus this month. Last year, we utilized at least 20 vehicles across two weekends. The total usage reached approximately 4,509 miles during the second and third weekends of the month.
- **July:** The month of July is a dead period; therefore, no vehicle needs are warranted.
- **August:** The month of August is a dead period; therefore, no vehicle needs are warranted.
- **September:** In-season smaller-volume official visits are our primary focus this month. We typically require no more than 3-4 vehicles per home game. Last September, we logged 173 miles.
- **October:** In-season smaller-volume official visits are our primary focus this month. We typically require no more than 3-4 vehicles per home game. Last October, we logged 109 miles.
- **November:** In-season smaller-volume official visits are our primary focus this month. We typically require no more than 3-4 vehicles per home game. Last November, we logged 782 miles.
- **December:** The month of December is a dead period; therefore, no vehicle needs are warranted.