



Thank you for your interest in doing business with the City of Biloxi. Please read over this information to better understand the city's bid and request for proposal process.

The City of Biloxi purchases goods, services, systems, equipment and supplies either through a purchase order or under a contract. The city's purchasing and contracting divisions are located on the first floor of Biloxi City Hall, 140 Lameuse St. Staff is available to assist vendors and explain the city's policies and procedures, weekdays from 8 a.m. to 5 p.m.

Questions regarding purchase orders and bidding should be directed to Purchasing Agent Keith Stuart by calling 228-435-6252 or emailing kstuart@biloxi.ms.us.

Questions regarding contracts should be directed to Contracts Manager Rachel Quave by calling 228-435-6388 or by emailing rquave@biloxi.ms.us.

Solicitations

Expenditures less than \$5,000

The city is not required to obtain bids or quotes on goods or services which cost less than \$5,000. However, all vendors must be in possession of either a purchase order or a fully executed contract **before** beginning work or delivering goods.

Purchases over \$5,000

All city purchases over \$5,000 must be approved by the Biloxi City Council. Generally, the city council meets on the first, third, and fourth Tuesday of each month.

Informal Bids / Quotes

For goods and services which are expected to cost between \$5,000 and \$50,000, the city typically solicits quotes from at least three (3) vendors. Informal bids may be requested in person, via telephone, fax, or email. All such quotes must be submitted to the city in writing, signed and include delivery prices, when applicable. Email is considered acceptable.

Request for Proposals (RFP)

The city may solicit goods and services through publication of an RFP. Such solicitations are published in the Biloxi-D'Iberville Press on Thursdays and may also be

found on the city's website at www.biloxiplans.com. Typically, an RFP is used when the goods or services are expected to exceed a threshold of \$50,000.

Competitive Bidding

In general, the city is required to publish an advertisement for and seek competitive bids for expenditures over \$50,000. All such competitive bidding must be done by way of sealed bid, either submitted in person, via U.S. Postal Service or courier service, or electronically through www.biloxiplans.com. All sealed bids must be submitted in the manner and by the date and time specified in the RFP. Sealed bids are opened and read publically by the city's purchasing agent in the city's council room, located at City Hall, 140 Lameuse St. Anyone may attend a bid opening.

Reverse Auctions

Beginning in 2018, the State of Mississippi mandated that reverse auctions shall be the primary method for receiving bids for purchases over \$50,000, excluding construction. The city's reverse auctions are hosted through www.centralbidding.com.

State Contract Rates

Commodities may be purchased by the city, without obtaining quotes or bids, from any vendor offering a commodity identical to any commodity on the state contract, at a price not exceeding the state contract price, as established by the Mississippi Department of Finance and Administration. More information on state contract rates may be found at www.dfa.ms.gov.

Awards

Purchase Orders

The city tends to issue purchase orders for the supply of single instance goods or services. Vendors may invoice against a purchase order only once. The purchase order is valid within the city's current fiscal year, which runs Oct. 1 to Sept. 30. Invoices to the city against purchase orders should contain the purchase order number. Failure to do so may result in payment delays.

Contracts

Contracts are the city's preferred method of award for goods and services which involve an on-going obligation. Vendors may invoice against a contract multiple times and over the course of multiple years. All contracts, regardless of their dollar value, must be approved by the mayor and city council. Only the mayor may execute a contract on behalf of the City.

Becoming a Vendor

Although not required, a vendor may register to receive solicitations for goods and services from the city by completing the city's Vendor Registration Form. The information gathered from this form will be used to notify you of opportunities for which your business is a match.

Vendor Requirements

Insurance

All vendors performing any service on city property or delivering goods on city property must provide evidence of insurance coverage. Specifications of the types of insurance and amounts of coverage will be contained in the city's RFP. In absence of an RFP, or other specific request for insurance coverage, the city requires all vendors to have, at a minimum:

- Commercial General Liability insurance, covering bodily injuries and property damage with combined single limits of \$1,000,000 each occurrence and \$5,000,000 aggregate;
- Comprehensive Automobile Liability insurance, including operation of owned, non-owned and hired automobiles covering bodily injury and property damage with combined single limits of \$1,000,000 each occurrence; and
- Workers' Compensation insurance in accordance with the laws of the State of Mississippi covering all contractor's employees, subcontractors, or their employees who may be engaged directly or indirectly in any work hereunder.

Tax Documents

If awarded a purchase order or contract, all vendors must submit a valid W9 form. Invoices will not be accepted until the city receives this form, signed and completed, in the purchasing or contract office.

Complete an [IRS W-9](#) Form, print and sign it. The W9 will not be valid unless it has a signature. The signed form can be emailed or submit by mail. Companies outside the United States need to fill out an IRS W-8 Form.

Payments and Invoicing

To avoid delays in payment, all invoices must be mailed to the following address:

City of Biloxi
Post Office Box 429
Biloxi, Mississippi 39533

Goods and/or services must be itemized as to quantity, part number, description and applicable discount. Invoices must show the project, department, or facility to which the goods and/or services were rendered. Invoices against purchase orders should contain the purchase order number.

The City of Biloxi's standard payment term is to pay 45 days after receipt of invoice or receipt of goods or services.

Payments to all vendors must appear on the city's Docket of Claims, which is available to be viewed as a part of the [city council agenda](#), under the section entitled "Routine Agenda." Checks are mailed on the Friday following the city council meeting.

Unauthorized Work or Goods

No work shall be performed and no purchases shall be made prior to the issuance of an authorized purchase order number or an executed contract. Construction may not begin until the date specified in the city's Notice to Proceed. Any unauthorized work or purchases will be void and will not be considered an obligation for payment by the city. Invoices without a valid purchase order or contract may be returned to the vendor unpaid. The city is not responsible for any unauthorized work or purchase that does not comply with the city's purchasing policies and procedures.