



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

**Bid Title:**

**Date:**

Requester and Requesting Department:

**Bid No.**

Number of Pages

Change Order:

**Term – End of Month**

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

**Mississippi Valley State University** is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

This bid/proposal will be awarded on a line by line basis

This bid/proposal will be awarded on a all or none basis

**However**, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
By: Billy D. Scott Purchasing Agent

Email: [bscott@mvsu.edu](mailto:bscott@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

**We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within \_\_\_\_\_ days from receipt of the order.**

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;"><b>Company Quoting</b></p> <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div> <p style="text-align: center;"><b>Official Signature:</b></p>
--	--

### **Question 1**

Page 6 under Terms and Conditions - Mississippi Valley State University requests qualified vendors to enter into a contract to provide Data Management: Printing, Reporting and Payment Processing services for a period of five (3) consecutive years. The contract will begin on or about August 1, 2015 and ending December 31, 2018. MVSU reserves the right to terminate a contract at any time with ninety's day written notices.

Can you please clarify if the services are for five or three years?

**Answer:** The service is for three years.

### **Question 2**

Page 8 under Terms and Conditions, G. Non-Collusion Affidavit - The form for a non-collusion affidavit and MVSU Master Contract is attached hereto and must be completed and executed in full. The same individual who executes the Bid Form on the same date and the same approximate time on which the Bid Form is executed must execute this affidavit. The non- collusion affidavit must be attached to and returned with the Bid Form when the Bid is submitted. MVSU shall not consider any Bid that does not include a properly executed non- collusion affidavit.

There was no non-collusion form attached to this RFP. I went to the website [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/) and found that attached Conflict of Interest Form. Can you please verify if this is the correct form?

**Answer:** Yes. That is the correct form. In addition we neglected to reference and include the MISSISSIPPI VALLEY STATE UNIVERSITY STANDARD TERMS AND CONDITIONS ADDENDUM which successful bidders must be willing to sign before a contract will be approved. (See Attachment)



# Mississippi Valley State University



## Professional Service Contracts with Independent Contractors Conflict of Interest Disclosure Form

Contractor's Name		Type of Business
Address		Phone #
City		Fax #
State	Zip Code	Email

**Employee Whom Conflict may arrive**  
**Leave Blank if there is no individual and check 2a then sign below**

Name:	Department:
Position:	Phone #: Email Address:

### *Contractor's Statement of*

#### **Certification**

By signing below I hereby certify:

1. I have read and understand MVSU Policy: Conflict of Interest and Financial Disclosure Policy, and MVSU Policy: Faculty Consulting Policy. If applicable, I have also read and understand MVSU Policy: Compensated/Uncompensated Professional Activities Outside the University (Administrators & Other Contract Professionals),
2. I have (check the box that applies):
  - a. No relationships or financial interests that are or might reasonably be perceived to be in conflict with my duties as a Contractor at MVSU. (If you check this box, you may skip the rest of this form; please sign below and return.
  - b. Potential conflicts of interest not previously disclosed as described in the Disclosure Statement below.
  - c. A potential conflict of interest which has been duly disclosed previously and there has been no change which requires an updated disclosure.

#### **Disclosure Statement**

1. I, my spouse (or domestic partner) and/or my dependent children have the following interests or relationships with said employee (check all applicable):

## University Employee Statement of Interest

A Significant Financial Interest in an entity engaged in commercial or research activities directly related to my MVSU duties as follows:

Salary or other payment for services (e.g., consulting fees or honoraria) >\$10,000 annually.

Ownership interest (e.g. stock, stock options, partnership interest, or other) >5% ownership and > \$10,000 in value.

Intellectual property rights (e.g., patents, copyrights, and royalties from such rights) arising from the use of University resources.

Hold a position of executive, officer, or director in a business engaged in commercial or research activities directly related to my MVSU responsibilities.

2. In my position at MVSU, I have responsibility for decisions which may result in direct benefits or detriments to:

A relative as defined in MVSU's Nepotism Policy (child, parent, grandparent, great-grandparent, grandchild, great-grandchild, brother, sister, aunt, uncle, niece, nephew or cousin, by blood relationship; spouse, or brother, sister, parent, or child of spouse; or spouse of one's brother, sister, parent or child).

A person with whom I (or my Spouse (or Domestic Partner) or Dependent Children) have a financial interest with this company.

3. I participate as an employee, officer, board member, or owner in an entity which has (or wishes to have) rights to intellectual property for which I was an inventor or creator in my work for MVSU.

4. Other potential conflict of interest (provide brief explanation) Further I agree:
- To update this disclosure on an annual basis and any time new reportable significant financial interests are obtained.
  - To cooperate in the development of a Conflict Management Plan, if determined necessary by the University.
  - To comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate actual or potential conflicts of interest.

Employee's Sign: \_\_\_\_\_  
Only if applicable

Business Owner Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Note:

--

**MISSISSIPPI VALLEY STATE UNIVERSITY  
STANDARD TERMS AND CONDITIONS ADDENDUM**

This Addendum ("Addendum") between Mississippi Valley State University ("MVSU"), a governmental entity, and \_\_\_\_\_ ("\_\_\_\_\_"), entered into on \_\_\_ day of \_\_\_\_\_, 201\_, constitutes an amendment or supplement to the \_\_\_\_\_ (Contract/Agreement) (including any other agreements incorporated therein) and is hereby incorporated into said Agreement. Notwithstanding anything to the contrary contained in any agreement by and between Contractor and MVSU, and in the event of any conflict between the terms of the Agreement and this Addendum, the terms of this Addendum shall control. The terms of this Addendum may only be amended by a writing which specifically references this Addendum, and is signed by both parties.

1. **Conflict.** Any terms in the Agreement which purport to modify or are in conflict with the terms of this Addendum are hereby deleted, and replaced with the terms in this Addendum.
2. **Time for Payment.** MVSU will make payments for all amounts owed under the Agreement no later than forty-five (45) days after receipt of the invoice and receipt, inspection and approval of the goods or services in accordance with Miss. Code Ann. § 31-7-305. No invoice shall be considered past due or late until the 45th day after receipt in accord with Miss. Code Ann. § 31-7-305(3). MVSU makes no prepayments for services or products. See Miss. Op. Att'y Gen., Meadows (August 18, 2008).
3. **Assignment.** Neither party may assign its rights under the Agreement or delegate its duties under the Agreement without the prior written consent of the other party, such consent to not be unreasonably withheld.
4. **Insurance.** Any references to MVSU's requirement to buy insurance are deleted. MVSU is self-insured and will not be required to purchase casualty and liability insurance. MVSU may furnish a certificate of self-insurance pursuant to the Mississippi Tort Claims Act, Miss. Code Ann. § 11-46-17.
5. **Limitations on Liability.** Pursuant to Miss. Code Ann. § 11-7-18 and notwithstanding anything contained in the Agreement to the contrary, no limitations on liability on the part of Contractor shall apply to any claims for compensatory damages to real or tangible personal property or to third party claims for death or bodily injury asserted against Contractor directly or by way of contribution to the extent such property damage, death or bodily injury was proximately caused by the negligence or willful misconduct of Contractor or its employees or agents. Notwithstanding anything contained in the Agreement to the contrary, nothing in the Agreement shall limit Contractor's liability to MVSU or any third parties as a result of Contractor's breach of the Agreement, or Contractor's own negligence or willful misconduct. See Miss. Op. Att'y Gen., Long (February 27, 2009).
6. **Governing Law.** MVSU Agreements are governed by and interpreted under the laws of the State of Mississippi without reference to conflicts of law provisions. If in the opinion of any court of competent jurisdiction such Agreement and provisions are not authorized, or are inconsistent in any respect with Federal and/or Mississippi law, such court shall have the authority, if possible, to read the provisions or modify the Agreement, provision or provisions to be consistent with Federal and Mississippi law, and to enforce the remainder of these provisions as so amended. See Miss. Const. Art 4 § 100. See also Miss. Op. Att'y Gen., Nowak (November 18, 2005).
7. **Limitations on Actions/Jury Trial.** Notwithstanding anything contained in the Agreement to the contrary, the statute of limitations under applicable law shall solely govern the time for the commencement of all lawsuits.

See Miss. Op. Att’y Gen., Davis (March 3, 1993). Any language in the Agreement waiving or in any way limiting MVSU’s right to file any appropriate action is hereby deleted.

8. **Limitations on Remedies.** Notwithstanding anything contained in the Agreement to the contrary, nothing in the Agreement shall limit MVSU’s remedies. Any limitations of remedies contained in the Agreement are deleted in their entirety.

9. **No Named Insureds.** Any provisions of the Agreement which require MVSU to name Contractor as an additional named insured are hereby deleted in their entirety.

10. **Availability of Funds.** Continuance of any MVSU Agreement is based on availability of funds. Should there be no funds available for any succeeding funding period, the Agreement will be cancelled as of the end of the funding period with no further obligation on the part of MVSU. Any property covered by a lease shall be returned to the Contractor.

11. **Arbitration.** Any provisions of the Agreement which refer to, require, or contain the words “arbitration” and/or “mediation” are hereby deleted in their entirety. See Miss. Op. Att’y Gen., Conerly (February 5, 1999).

12. **Late Charges.** Any provisions of the Agreement which require MVSU to pay Contractor any late charges are governed by Miss. Code Ann. § 31-7-305. See also Miss. Op. Att’y Gen., Pearson (November 22, 1993).

13. **Waiver.** No failure on the part of any party hereto to exercise, and no delay in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy hereunder preclude any further or other exercise thereof or the exercise of any other right, power or remedy.

14. **Attorneys’ Fees and Collection Costs.** Any provisions of the Agreement which require the prevailing party, and/or require MVSU to pay Contractor any attorneys’ fees and/or collection costs are hereby deleted in their entirety. See Miss. Op. Att’y Gen., Stringer (January 25, 2006).

15. **Severability.** If any provision of this Addendum shall be determined by a court of competent jurisdiction to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Addendum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

16. **Penalties.** Any language requiring MVSU to pay any penalties is deleted in its entirety. MVSU does not agree to pay any extra compensation, fees or allowances after services rendered or contract made, or to make any payment not authorized by law.

17. **Waiver of Subrogation.** Any language requiring MVSU to waive any cause of action it may have against Contractor or any other party on account of any loss/damage insured by an insurance policy is hereby deleted in its entirety.

18. **Warranty.** Contractor warrants that the goods and/or services provided hereunder shall be free from defects, and performed in a first class, workmanlike fashion. Any limitations of warranties, including warranties of merchantability and fitness for a particular use, contained in the Agreement are deleted in their entirety. See Miss. Op. Att’y Gen., Davis (March 3, 1993).

19. **Indemnification.** Contractor shall indemnify, defend and hold MVSU harmless from any and all claims, actions, lawsuits, proceedings, costs, expenses, damages and liabilities, including attorney's fees, resulting from or arising out of Contractor's breach of the Agreement and/or the negligence or willful misconduct of Contractor or its employees or agents. Any provisions of the Agreement which require MVSU to indemnify Contractor or any other third parties in any way are deleted in their entirety. See Miss. Op. Att'y Gen., Stringer (January 25, 2006). MVSU shall only be responsible for liability resulting from the actions/inactions of its officers, agents, and employees acting within the course and scope of their official duties with MVSU to the degree and within the parameters required under the Mississippi Tort Claims Act, Miss. Code Ann. § 11-46-1, et seq. MVSU is an entity of the State of Mississippi and is afforded the protection of limited sovereign immunity pursuant to Miss. Code Ann. § 11-46-1, et seq., and any action against MVSU shall be filed in accordance with and subject to the limitations contained therein.

20. **Confidentiality.** Notwithstanding any provision to the contrary contained herein, it is recognized that MVSU is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, Miss. Code Ann. § 25-61-1, et seq. If a public records request is made for any information provided to MVSU pursuant to the Agreement, MVSU shall promptly notify the disclosing party of such request. The disclosing party shall promptly institute appropriate legal proceedings to protect its information. No party to the Agreement shall be liable to the other party for disclosures of information required by court order or required by law.

It is also recognized that MVSU is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008, Miss. Code Ann. § 27-104-151, et seq., and is required to provide public access to its financial information and expenditures through the Institutions of Higher Learning Accountability and Transparency website.

21. **Independent Contractor.** It is understood by the parties that Contractor is an independent contractor and not an employee or agent of MVSU. Contractor retains sole and absolute discretion, control and judgment in the manner and means of carrying out its assignments. Contractor shall comply with MVSU's Human Resource Department's applicable policies and procedures including pre-employment screening. Contractor understands and agrees that neither it nor its employees performing services hereunder shall be entitled to any of the rights, fringe benefits and privileges established for MVSU's employees, if any, including, but not limited to, the following: retirement benefits, medical insurance coverage, life insurance coverage, health insurance, disability insurance coverage, severance pay benefits, PTO, overtime pay, etc. Contractor understands and agrees that MVSU will not pay or withhold from the compensation paid to Contractor pursuant to the Agreement any sums customarily paid or withheld for or on behalf of employees for income tax, unemployment insurance, social security, or payment pursuant to any law or governmental requirement, and all such payments as may be required by law are the sole responsibility of Contractor. Contractor agrees to indemnify and hold MVSU harmless from and against any such payments or liabilities for which Contractor may become liable with respect to such matters.

22. **Entire Agreement.** This Addendum; any other documents or writings which it accompanies, or to which it is attached (as amended by this Addendum); and any other documents which may be incorporated therein by reference, constitute the entire agreement of the parties with respect to the subject matter herein. Any other agreements or understandings, whether written or oral, are hereby superseded. The terms of this Addendum; any other documents or writings which it accompanies or to which it is attached (as amended by this Addendum), shall solely govern the rights and obligations of the parties with respect to the subject matter herein. Any modification to the Agreement shall only be effective if it is in writing and signed by both parties.

23. **Tax-Exempt Governmental Entity.** Pursuant to Miss. Code Ann. § 27-65-1, et seq., and 27-67-1, et seq., MVSU and other state institutions are exempt from state sales and use taxes. Likewise, MVSU will not pay excise or

personal property taxes. If the Contractor is liable for such taxes, Contractor shall take such into consideration in pricing. It is Contractor's responsibility to contact local taxing authorities in the state and county where equipment will be located to determine possible tax liabilities in connection therewith.

24. **No Assignment; No Third-Party Beneficiaries.** No party may assign any of its rights under this Agreement, voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or another manner. Any purported assignment of rights in violation of this Section is void. This Agreement binds and benefits the parties and their respective permitted successors and assigns. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.

25. **Equal Opportunity Employer.** MVSU is an equal opportunity employer. MVSU does business with organizations that are in compliance with Title VII of the 1964 Civil Rights Act (as amended). During the performance of any contract with MVSU, Contractor agrees to be bound by provisions of Civil Rights Act of 1964 (as amended), the Rehabilitation Act of 1973 (as amended), and the Veterans Readjustment Act of 1972 (as amended).

26. **E-Verify.** Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Miss. Code Ann. § 71-11-1, et seq., and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor understands and agrees that any breach of these warranties may subject Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

27. **Force Majeure.** "Force Majeure Event" means any act or event, whether foreseen or unforeseen, that meets all three of the following tests: (a) The act or event prevents a party in whole or in part from performing its obligations under this Agreement; or satisfying any conditions to the performing party's obligations under this Agreement; (b) The act or event is beyond the reasonable control of and not the fault of the non-performing party; and (c) The non-performing party has been unable to avoid or overcome the act or event by the exercise of due diligence. Notwithstanding anything to the contrary in the Agreement or otherwise, a Force Majeure Event excludes economic hardship, changes in market conditions, or insufficiency of funds. If a Force Majeure Event occurs, the non-performing party is excused from whatever performance is prevented by the Force Majeure Event to the extent prevented and satisfying whatever conditions precedent that cannot be satisfied. When the non-performing party is able to resume performance of its obligations under this Agreement or satisfy the conditions precedent to the performing party's obligations, it shall immediately give the performing party written notice to that effect and shall resume performance under this Agreement no later than five (5) working days after the notice



is delivered. This provision is the exclusive remedy available to the non-performing party with respect to a Force Majeure Event. See Miss. Code Ann. § 75-2-617.

**28. Governmental Entity.** Contractor recognizes and acknowledges that University, as a political subdivision of the State of Mississippi, is entering this Agreement, including the provisions thereof, only to the extent authorized by Mississippi law, including the opinions of the Mississippi Attorney General. Any provision of the Agreement that is in any respect not authorized by or is inconsistent with Mississippi law, including the opinions of the Mississippi Attorney General, is invalid.

**Accepted and agreed to on behalf of Contractor:**

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

Date: \_\_\_\_\_

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

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

Business/Company Name: \_\_\_\_\_

**Accepted and agreed to on behalf of MVSU:**

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

Date: \_\_\_\_\_

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

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