

**INVITATION FOR BIDS**

IFB RFx Number: 3160004604

Emergency Standby Transportation Services

Issue Date: October 1, 2021

**CLOSING TIME AND DATE**

Bids must be received by:

10:00 AM CST, December 3, 2021

**CLOSING LOCATION**

Mississippi Emergency Management Agency

#1 MEMA Drive

Pearl, Mississippi 39208

**BID COORDINATOR**

Sallie Sones, Contract Officer

Telephone: (601) 933-6381

E-mail: [ssones@mema.ms.gov](mailto:ssones@mema.ms.gov)

## SECTION 1

### 1.1 Bid Acceptance Period

The original and two (2) copies of the bid form, three (3) copies total, shall be signed and submitted in a sealed envelope or package to #1 MEMA Drive, Pearl, MS 39208 no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the Mississippi Emergency Management Agency (MEMA). Each page of the bid form and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The Mississippi Emergency Management Agency (hereinafter MEMA) reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, MEMA may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price or delivery of the service.

#### 1.1.1 Timeline

<b>Invitation to Bid (IFB) Issue Date:</b>	<b>October 14 &amp; 21, 2021</b>
<b>Questions to MEMA Deadline:</b>	<b>November 4, 2021, 12:00 PM CST</b>
<b>Questions and Answers Posted to Website:</b>	<b>November 11, 2021, 12:00 PM CST</b>
<b>Bid Package Opening:</b>	<b>December 3, 2021, 10 AM CST</b>
<b>Notice of Intent to Award:</b>	<b>December 8, 2021, 12:00 PM CST</b>
<b>Post-Award Debriefing Request Date:</b>	<b>December 10, 2021, 2:00 PM CST</b>
<b>Protest Deadline Date:</b>	<b>December 17, 2021, 2:00 PM CST</b>

#### 1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received or it is received before award is made and was sent by registered or certified mail not later than the fifth (5) calendar day before the date specified for receipt of bids. It must be determined by MEMA that the late receipt was due solely to mishandling by MEMA after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped or otherwise placed impression exclusive of a postage meter impression that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

## **1.2 Expenses Incurred in Preparing Bid**

MEMA accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

## **1.3 Bid Form**

All pricings must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

### **1.3.1 Bidder Certification**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

## **1.4 Registration with Mississippi Secretary of State**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

## **1.5 Debarment**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or federal government, and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

## **1.6 Additional Information**

Questions about the contract portions of the procurement document must be submitted in writing to Sallie Sones at **#1 MEMA Drive, Pearl, MS 39208** or [ssones@mema.ms.gov](mailto:ssones@mema.ms.gov). Questions concerning the technical portions of the procurement document should be directed to **#1 MEMA Drive, Pearl, MS 39208** or [ssones@mema.ms.gov](mailto:ssones@mema.ms.gov). Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document. All questions and requests for clarifications must be submitted by the deadline specified in Section 1.1.1 and made in writing. The person submitting the question or request for clarification is responsible for its timely delivery. All questions, request for clarifications and answers received by the deadline shall be published as an amendment on the Mississippi contract/procurement opportunity search portal and also on the agency website (<http://www.msema.org>) in a manner that all will be able to view by the deadline specified in Section 1.1.1.

### **1.7 Acknowledgement of Amendments**

Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid by identifying the amendment number and date in the space provided for this purpose of the bid form, or by letter. The acknowledgement must be received by MEMA by the time and at the place specified for receipt of bids as noted in Section 1.1 and Section 1.1.1.

### **1.8 Compensation for Services**

Compensation for services will be in the form of a firm fixed-price agreement.

### **1.9 Written Bids**

All bids shall be in writing.

## **SECTION 2**

### **2.1 Purpose**

MEMA is desirous of securing services to provide an emergency standby contract for transportation services during a state of emergency. Additional information may be obtained by written request to Sallie Sones, MEMA, #1 MEMA Drive, Pearl, MS 39208 or by email to [ssones@mema.ms.gov](mailto:ssones@mema.ms.gov).

#### **2.1.1 Detailed Minimum Specifications**

Offeror shall devise a written proposal that will illustrate its ability to work along with key MEMA personnel to provide a functional transportation system to support commodity distribution within the state during and after a natural or man-made disaster. As emergency situations occur, the need for transportation and logistics services into the area affected by a disaster are most critical. An efficient, reliable, and highly flexible operation is needed to provide the agency as well as local governments the supplies needed to present relief to citizens in the affected area. The state, in conjunction with the vendor, will establish pre-disaster requirements during a known event. At the time a purchase order will be provided to the vendor to initiate the need of trailers and movement of equipment to the State Staging Area (SSA) as outline in the agreed plan. The service provider must possess an adequate infrastructure as well as information technology to efficiently manage, communicate and process various levels of supplies to the “affected area”. Staging area locations in the state are located at Camp Shelby, Hattiesburg, Mississippi, Grenada, Mississippi, and Lee County Agri Center, Tupelo, Mississippi.

Offeror should have knowledge of the state and locations of counties and municipalities as well as a well-established knowledge of the three (3) main coastal counties, Harrison, Hancock, Jackson and South Mississippi. It is desired the offeror have its own equipment, trailers and employees (drivers) in place within the company as well as have GPS tracking/monitoring devices located on the trailers and /or equipment so they are easily inventoried and monitored for return after the matters of the disaster are cleared for return to normalcy. Offeror shall also appoint a lead contact for this contract that shall be responsible for managing staff, meeting project goals and objectives within the budget

limits should the offeror be called on in the event of a disaster. Please see the following requirements below to complete your bid/proposal.

### **Operational Requirements**

- A. Transportation Brokerage.** Over the road truck or fleet truck, one-way service (provide the most cost-effective service) to a cross dock facility from a state contract vendor (out of state) for commodities (water and meals). Commodities will be cross docked into trailers leased by the state. Vendor will provide documentation of commodities cross docked from over the road trucks into leased trailers. This is an option for this service.
- B. Vendors Dock Management and Facility.** Expected to be available 7 days a week, 24 hours a day (if required) when vendor is notified of commodities purchased for disaster preparedness and shipped to vendor identified address. Vendor will not be required to maintain facility open 24 hours (unless this is the vendor's normal operation) after state has received all purchased commodities and starts receiving federal commodities. Vendors dock management and facility must further meet these requirements:
- i.** 24 hours availability during a crisis
  - ii.** Centralized management service provider with a director or manager of all operations during crisis period. Flexible labor force to receive vendor loads into a cross docked facility
  - iii.** Material handling equipment to move palletized shipments
  - iv.** Trailer drop yard or space for inbound vendor loads – 50 trailers
  - v.** Secure drop yard, fence in facility and central entry point
  - vi.** Facility must be a flow through operation to efficiently process loads
- C. Transportation Network Ability.** Must be able to move 10 – 75 shuttle loads daily from the State Staging Area (SSA) to designated County Staging Areas (CSA) with through put (as required) to Point of Distribution (POD) site within affected counties and drop trailer as required.
- D. Shuttle.** Service provider will supply power units to shuttle loads between providers cross dock location (commodities purchase by the state), state staging facilities, County Staging Areas (CSA) to Point of Distribution (POD) site during crisis period. Provide up to 50 short term lease trailers (trailers may be owned or leased from outside source) during crisis (mobilize and secure units within 72 hours of potential crisis when alerted by MEMA Logistics and purchase order provided to vendor).
- i.** Utilize centralized management transportation and communicate operational statuses of all equipment during crisis period.
  - ii.** P & D (pick-up & delivery) ability to efficiently stage/extract equipment from POD (Point of Distribution) locations.
  - iii.** Capability to track trailers when dropped at CSA or POD site.

- iv. FEMA will be providing trailers with commodities to the SSA (State Staging Area). These commodities will be tracked and moved to County Staging Area (CSA) and POD sites by shuttle power units.
- v. Service provider will be required to participate in the Emergency Responder – ID Trust Network during a disaster. MEMA will facilitate distribution of required placards for delivery of commodities.

**E. Fuel Procurement.** Service provider must possess the ability to provide fuel to support operations.

**F. Information Management System.** Information management system will be utilized to manage data/information flows back to MEMA Logistics at the State Emergency Operations Center and the SSA. System redundancy is a must. Information management backup systems would preferably be located outside the state. The information management system must also:

- i. Customize reports on status of goods at different stages of crisis period.
- ii. Provide a low-cost method of data transfer to MEMA.
- iii. Efficient reporting capability in an electronic format.
- iv. Yard management asset tracking system.
- v. Must have ability to know current status of trailers in all locations known as PODs (Point of Distribution), SSAs (State Staging Areas) and cross dock station.

**G. Management Structure.** Service provider needs to possess an operational management structure to be presented in an organization chart. This will be utilized as the chain of command between MEMA, Mississippi Forestry Commission (State Staging Area Manger) and the service provider. The management structure must provide the following:

- i. Liaison personnel at the SEOC (State Emergency Operations Center) and SSA will coordinate and act as the transportation manager for commodity distribution in conjunction with MEMA Logistics Transportation Manager. Provide status of all cross-docking matters of state purchased commodities, shuttle fleet, movement and locations of commodities.
- ii. Shuttle/line haul operations management transferred to/from the SSA to CSA through to POD sites as required.
- iii. Management includes shuttle driver coordination, data/information management and load deliver documentation.
- iv. Asset status and location.
- v. Driver break down and emergency roadside service.
- vi. Rotation of drivers or off-site lodging facilities, driver meals and driver rest facilities must be provided by the contractor (as approved by the contract officer).
- vii. If required, rental of van to shuttle drivers to dining facility, shower, etc.

**H. Delivery Ticket.** All deliveries made under this contract shall be accompanied with a delivery ticket and Bill of Laden (BOL). An automated version that is industry standard within the assessed tracking program used by the contractor can be utilized as a delivery ticket if agreed upon by the contract officer or the contract office representative. The following is a minimum of information needed that can be accomplished by paper or electronic method.

- i. Vendor name.
- ii. Purchase order number.
- iii. WebEOC reference number.
- iv. Referenced BOL from FEMA or vendor.
- v. Date of and time of delivery of shipment.
- vi. Printed name and signature of individual receiving the order.
- vii. GPS location of delivery (use of decimal, i.e., -91.405316, 31.559894)
- viii. BOL.
- ix. Shipment and tracking information.

**I. 24 Hours of Service.** When performing under this contract, the contractor shall provide qualified personnel 24 hours a day, 7 days a week, who are familiar with the contract terms and conditions. The contractor shall provide customer service capability to respond within one hour to an order for service or request for assistance. The contractor shall accept orders for service arranged for shipment and perform pick-up and delivery 234 hours a day, 7 days a week. The contracting officer will determine the hours of services when other than 24-hour/7-day service is required.

**J. Contractor Liability for Personal Injury and/or Property Damage.** The contractor assumes responsibility for all damage or injury to person(s) or property associated with the use, maintenance and operation of the contractor's vehicles and other equipment, the action of the contractor and the contractor's employees and agents. The government shall in no event be liable or responsible for damage or injury to any person(s) or property associated with the use, maintenance, operation of any vehicle, other equipment, the action of the contractor, or the contractor's employees and agents in performing under this contract. The State of Mississippi shall be indemnified and saved harmless against claims for damage or injury in such cases.

**K. Tracking and Reporting Movement/Management Information System Technology.**

The contractor shall provide a management information system (MIS) to provide in-transit visibility tracking and related tracing information. In addition, tracking and tracing information shall be available to designated government agencies via a secured web site on the internet 24 hours a day, 7 days a week. The contractor shall maintain the capability to exchange information with current government systems utilizing the internet, simple mail transfer protocol (SMTP), file transfer protocol (FTP), electronic data interchange (EDI), value added networks (VANs), or other methodology agreed to by the contract officer. At a minimum, the contractor's database must contain shipment order information, prices applied to each shipment, movement data and other shipment information the government deem necessary to generate the reports specified in this

contract. The contractor's system shall include screen print capability and a facility to download reports as either ASCII files or as database file (Microsoft Access or Excel). The contractor's database must be secure and accessible by the world-wide web or personal computer station. The contractor's database must be updated at least once every four (4) hours.

Unless otherwise directed by the contract officer, the contractor shall maintain on-line access to all database elements associated with each shipment for a period of ninety (90) calendar days from the date of shipment delivery. After ninety (90) calendar days, an electronic record of each shipment file shall be archived for the life of the contract and turned over to the state upon contract completion. Archived data may be requested by the contract officer or the contract office representative. Archived data shall be retrievable within two (2) calendar days of a state request for information, unless otherwise agreed to by the contract officer and the contractor. The contractor shall not archive shipment files with claims, billing disputes or similar areas that are unresolved. These files shall stay on-line until settlement is reached or full payment is obtained.

**Report Requirement:** A minimum of four (4) daily reports compiling detailed data for tracking information in routed shipments, completed shipment to CSA or final POD sites with receiver information. Leased trailer locations and returned dates back to contractor and cross docking reports of consignment or purchased commodities into leased trailers, (Cross docking is not required for federal leased trailers) and trailers awaiting movement to CSA and POD sites.

- i. **Weekly Shipping Reports.** Cumulative totals of trailers delivered and picked up by county to include dates of arrival and averaged shipping tonnage by commodity. Report should be based on time of receipt to ship, and items delivered.
- ii. **Monthly Billing Report.** A monthly billing report detailing shipment and accessorial services provided along with complete breakdown of charges by percentage as they apply to contract items. The report is due the 10<sup>th</sup> day of the month.
- iii. **Final Billing Report.** The contractor will provide a final billing report within ninety (90) days after being released from an event by the contract officer. The report shall include documentation of complete breakdown of charges utilizing a *Driver & Government Rep Sign In & Sign Out* sheet provided from the contract officer or an equivalent form from the vendor or BOL approved by the contract officer.
- iv. **Automated Identification Technology (AIT).** Government shippers frequently use AIT devices to facilitate the tracking and processing of shipments. When any of these devices are part of a package or shipment, tendered by the government under this agreement, the contractor is required to ensure that the device does not become separated from the package. AIT devices usually consist of one or more of the following: linear bar codes, 2D bar codes, radio frequency identification device or optical memory cards (also known as automated manifesting system cards).

**L. Personnel Requirements.** The contractor shall designate a CDR and alternate(s) who are responsible for the contract operations. The contractor will provide a dispatcher/operations officer to the SSA upon start of operation, based on the requirements and request of MEMA, to push commodities to CSA (estimated start of operation will begin at 36 hours after landfall) 24/7 until contract is complete or mission dictates a change of operations. The Contract Designated Representative (CDR), alternate(s) and contractor employees who have contact with customers must be able to read, write, speak and understand English fluently. English shall be the only language used for written correspondence, discussions and other business transactions.

**M. Shipment Routing, Scheduling and Tailored Logistics Services.** All shipments referred to the contractor shall be routed, scheduled, managed and controlled from receipt of shipment request through delivery. Complete shipping documentation shall be in accordance with acceptable commercial practices and applicable federal and state laws.

- i. Safety.** The contractor shall comply with all federal, state and local authorities having jurisdiction and with safety and fire regulations promulgated by the Department of Labor (OSHA) under Title 29, Section 1910 of the Code of Federal Regulations. The contractor is solely responsible for compliance and cost of compliance with federal, state and local laws and regulations pertaining to environmental protection, occupational health and safety, transportation, storage and disposal of hazardous materials and waste.

In the event the contractor violates Environmental Protection Agency (EPA) or Occupational Safety and Health Administration (OSHA) regulations, the contractor shall be held responsible and shall hold the State of Mississippi harmless from any and all administrative and financial involvement. The contractor shall perform and is responsible for all necessary cleanup and treatment costs.

- ii. Permits and Licenses.** The contractor shall determine specific permitting and license requirements where the contract work is to be performed and provide for the effects, if any, that these requirements may have on the offer or contract performance. Failure of the contractor to ascertain these requirements beforehand will not excuse noncompliance nor will it be the basis for modifying the contract after award to compensate for adherence requirements.
- iii. Transportation for Employees during Performance of the Contract.** The contractor shall rent or otherwise provide transportation for employees to purchase necessities as well as to and from meals during the performance of the contract. MEMA will not provide this transportation service; however, the actual costs of transportation shall be a reimbursable expense and shall be made in accordance with state law.

**INTENT OF OFFEROR TO MAKE PROPOSAL/CONTRACT AVAILABLE TO OTHER ENTITIES**

Offeror intends to make any awarded contract available to (please acknowledge the other entities in which offeror intends to make a resulting contract available to):

\_\_\_\_\_ Other states

\_\_\_\_\_ Other state agencies within the State of Mississippi

\_\_\_\_\_ Local county or municipal governmental entities within the State of Mississippi

**2.2 Term**

The term of the contract shall be for a period of one (1) year. Upon written agreement of both parties, at least sixty (60) days prior to each contract anniversary date, the contract may be renewed by MEMA for a period of three (3) successive one-year period(s) under the same prices, terms and conditions as in the original contract subject to approval by the Public Procurement Review Board (PPRB) and/or Office of Personal Service Contract Review (OPSCR). The total number of renewal years permitted shall not exceed one (1) year.

**2.2.1 Multi-Year Contracts**

Unless otherwise provided by law, a contract for services may be entered into for a period of time not to exceed four (4) years with an option to renew for one (1) year, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

**SECTION 3**

**3.1 Insurance**

The successful vendor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability, or professional liability insurance with minimum limits of \$100,000.00 per occurrence and fidelity bond insurance with minimum limits of \$100,000.00. All workers' compensation, comprehensive general liability, professional liability and fidelity bond insurance will provide coverage to MEMA as an additional insured. MEMA reserves the right to request from carriers, Certificate of Insurance (COI) regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The vendor shall be prepared to provide evidence of required insurance upon request by MEMA at any point during the contract period and should consult with legal counsel regarding its obligations.

## SECTION 4

### 4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in RFX 3160004604 which may criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

#### 4.1.1 Responsive Bidder

Bidder must submit a bid which conforms in all material respects to this Invitation for Bids RFX 3160004604 as determined by MEMA.

#### 4.1.2 Minimum Qualifications to be Deemed Responsive

A minimum score of 30 on the *Reference Score Sheet (Attachment F)* from reference interviews by DFA with three (3) bidder/contractor references (for a total minimum score of 90) as well as all other requirements of this Invitation for Bids. (See **Attachments C and F**)

#### 4.1.3 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document are subject to rejection as nonresponsive. MEMA reserves the right to permit the bidder to withdraw nonconforming terms and condition from its bid response prior to a determination by MEMA of nonresponsive based on the submission of nonconforming terms and conditions.

#### 4.1.4 Conditioning Bid Upon Other Awards

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed nonresponsive and not acceptable.

#### 4.1.5 Bid Submission Format

The bid package must be sealed and must contain the following:

- Attachment A – Bid Cover Sheet
- Attachment B – Bid Form
- Attachment C – References
- Attachment D – Certifications and Assurances

#### 4.1.6 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MEMA.

#### **4.1.7 References**

Each bidder must furnish a listing of at least three (3) trade references along with the contact person, address and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MEMA will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contract information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. MEMA will begin contacting references at the top of the list and will continue down the list until one (1) contact has been reached. (References must be listed on **Attachment C**)

#### **4.2 Bid Opening**

Bid opening will be open to the public; however, this will include opening, reading aloud and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

#### **4.3 Award**

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids within ten (10) days.

##### **4.3.1 Notifications**

All participating vendors will be notified of the intent via e-mail to award a contract. Bidders will be notified via e-mail of the awards. Additionally, a letter will be sent to all bidders. In addition, MEMA will identify the selected vendor. Notice of award is also made available to the public through the Mississippi Contract/Procurement Opportunity Search Portal and the agency website <http://www.msema.org>.

##### **4.3.2 Contract Management**

If the contractor fails to adhere to the transportation services contract or if the contractor fails to satisfactorily provide the prescribed service to all or any service area, the contracting agency will inform the contractor and the contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the contractor until all deficiencies have been corrected. If the contractor exhibits a pattern of nonperformance as shown by repeated deficiencies, the contracting agency may terminate the contract without further obligation to the contractor.

## SECTION 5

### 5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. Mail or electronic submission. The written request must be received by the Executive Director of MEMA within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Executive Director of MEMA in writing and identify its attorney by name, address and telephone number. MEMA will schedule and/or suspend and reschedule the meeting at a time when a representative of the office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114 through 7-114.07, Post-award Vendor Debriefing, of the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

### 5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Contract officer, Sallie Sones. The protest shall be submitted on or before December 17, 2021, 2:00 PM CST, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. **A protest is considered filed when received by the contract officer, Sallie Sones, via either U.S. Mail, postage prepaid or personal delivery. Protest filed after December 17, 2021, 2:00 PM CST will not be considered.**

### 5.3 Required Contract Terms and Conditions

Any contract entered into between a contracting agency and a vendor/bidder shall include the required clauses found in **Attachment G** and those required by the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

### 5.4 Optional Contract Terms and Conditions

Any contract entered into between a contracting agency and a vendor/bidder may have, At the discretion of the contracting agency, the optional clauses found in **Attachment H** And those within the *Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

**5.5 Mississippi Contract/Procurement Opportunity Search Portal**

This Invitation for Bids and the questions and answers concerning this Invitation for Bids Are posted on the Contract/Procurement Opportunity Search Portal.

**5.6 Attachments**

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if Copied herein in words and figures.

**ATTACHMENT A**  
**BID COVER SHEET**

Bids are to be submitted as listed below, on or before 10:00 AM CST, December 3, 2021.

PLEASE MARK YOUR ENVELOPE:

IFB for Emergency Standby Transportation Services  
IFB RFX Number 3160004604  
Opening Date: 10:00 AM CST, December 3, 2021  
Mississippi Emergency Management Agency  
Attention: Sallie Sones, Contract Officer  
#1 MEMA Drive  
Pearl, Mississippi 39208  
SEALED BID – DO NOT OPEN

**Name of Company:** \_\_\_\_\_

**Quoted by:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Name and phone number of Company Representative to be contacted by Agencies seeking to contract for services pursuant to this IFB:** \_\_\_\_\_

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_

How many years has the firm been in business of performing the services called for in this IFB?

\_\_\_\_\_  
Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_

\_\_\_\_\_

If your company is not physically located within the vicinity, how will you supply emergency standby transportation services to the agency? \_\_\_\_\_

\_\_\_\_\_

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your company licensed and/or certified to provide emergency standby transportation services as required by any and all applicable Federal and State law(s)? \_\_\_\_\_

List all licenses or permits your company possesses that are applicable to performing the services required in this IFB. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For how many customers has your company provided emergency standby transportation services in the past two years? \_\_\_\_\_

\_\_\_\_\_

What is the largest customer your company has provided emergency standby transportation services for in the past two years? \_\_\_\_\_

\_\_\_\_\_

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_

---

---

---

---

---

---

---

---

**ATTACHMENT B**

**BID FORM FOR EMERGENCY STANDBY TRANSPORTATION SERVICES**

<b>Company</b>	<b>Contact Person</b>	<b>Telephone Number</b>

The pricing quoted shall be inclusive of, but not limited to the following:

1. All required equipment and materials.
2. All required insurance.
3. All required overhead.
4. All required profit.
5. All required transportation.
6. All required labor.
7. All required business and professional certifications, licenses, permits, or fees; and,
8. Any and all other costs associated with performing the services.

All pricing must include ALL associated costs for the items with no additional or hidden fees.

<b>Unit Description</b>	<b>Unit Price</b>

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Invitation for Bids and Attachments thereto.
2. That the company meets all requirements and acknowledges all certifications contained in the Invitation for Bids and Attachments thereto.
3. That the company agrees to all provisions of the Invitation for Bids and Attachments thereto.

4. That the company will perform, without delay, the services required at the prices quoted above.
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. The company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

**Printed Name:** \_\_\_\_\_

**Signature/Date:** \_\_\_\_\_

**ATTACHMENT C**

**REFERENCES**

The bidder may submit as many references as desired by submitting as many additional copies of this attachment as needed. MEMA will begin contacting references at the top of the list and will continue down the list until all 3 contacts have been reached. See Section 4.1.8 of this Invitation to Bid.

**REFERENCE 1**

**Name of Company:** \_\_\_\_\_  
**Dates of Service:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**REFERENCE 2**

**Name of Company:** \_\_\_\_\_  
**Dates of Service:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**REFERENCE 3**

**Name of Company:** \_\_\_\_\_  
**Dates of Service:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

## ATTACHMENT D

### CERTIFICATIONS AND ASSURANCES

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continue compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below.

**1. REPRESENTATION REGARDING CONTINGENT FEES**

The contractor represent that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except as disclosed in the contractor's bid.

**2. REPRESENTATION REGARDING GRATUITIES**

The bidder or contractor represents that it **has/has not** violated, is not violating and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Personal Services Contract Review Board Rules and Regulations*.

**3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation **have/have not** been arrived at independently and without, for the purpose of restricting competition, any consultation, communication or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid or the methods or factors used to calculate price.

**4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**

The prospective contractor represents as a part of such the contractor's bid that such the contractor **has/has not** retained any person or agency on a percentage, commission or other contingent arrangement to secure this contract.

Name/Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

**Note:** Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.**

## **ATTACHMENT E**

### **REQUIRED FEDERAL PROCUREMENT CLAUSES AS THIS CONTRACT IS ELIGIBLE FOR REIMBURSEMENT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY**

#### **Access**

MEMA, the subgrantees (counties and communities), FEMA, the Comptroller General of the United States and any other duly authorized representatives to any of these bodies shall have access to any and all books, documents, papers and records of the contractor which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpt and transcriptions.

#### **Byrd Anti-Lobbying Amendment**

The contractor shall certify that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. The contract shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. The contractor shall require all subcontractors to submit these same certifications. The contractor shall adhere to mandatory standards and policies on energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

#### **Clean Air and Water Acts Compliance**

At all times the contractor shall be in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and Environmental Protection Conservation Act (42 U.S.C. 6201).

#### **Energy Efficiency**

The contractor shall adhere to mandatory standards and policies on energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

#### **Procurement of Recovered Materials**

- (1) In the performance of this contract, the contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired
  - i. competitively within a timeframe providing for compliance with the contract performance schedule.
  - ii. meeting contract performance requirements; or,
  - iii. at a reasonable rate.

- (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines website, <https://www.epa.gov/smm/comprehensiveprocurement-guideline-cpg-program>.

### **Suspension and Debarment**

- (1) This contract is a covered transaction for purposes of 2 F.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by MEMA. IF it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to MEMA, the federal government may pursue available remedies, including but not limited to, suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

### **Retention of Records**

The contractor shall retain all records associated with this contract for three (3) years after MEMA or the subgrantees (counties and communities) make final payments and all other pending matters are closed.

### **DHS Seal, Logo and Flags**

The contractor shall not use the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

### **Compliance with Federal Law, Regulations and Executive Orders**

This is an acknowledgement that FEMA financial assistance will be used to fund the contract. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures and directives.

**No Obligation by Federal Government**

The federal government is not a party to this contract and is not subject to any obligations or liabilities to the non-federal entity, contractor or any other party pertaining to any matter resulting from the contract.

**Program Fraud and False or Fraudulent Statements or Related Acts**

The contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

**ATTACHMENT F**

**REFERENCES SCORE SHEET**

**IFB 3160004604**

**IFB for Emergency Standby Transportation Services**

**TO BE COMPLETED BY AGENCY STAFF ONLY**

**Company Name:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

**Person Contacted, Title/Position:** \_\_\_\_\_

**Date/Time Contacted:** \_\_\_\_\_

**Service From/To Dates:** \_\_\_\_\_

Able to provide emergency transportation services when you called?	Yes	No
Satisfied with the transportation services provided? If no, please explain.	Yes	No
Vendor easy to work with in scheduling emergency transportation services?	Yes	No
Was the emergency transportation services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each "yes" is 5 points; each "no" is 0 points. Bidder must have a minimum score of 30 from 35 references (total of 30 points) to be considered responsible and for its bid to be considered.

**Score:** \_\_\_\_\_

Do you have any business, professional or personal interest in the vendor's organization? If yes, please explain.	Yes	No
---	-----	----

**Called by:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT G

### REQUIRED CLAUSES FOR SERVICE CONTRACTS RESULTING FROM THIS INVITATION FOR BIDS

1. Applicable Law: The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.
2. Availability of Funds: It is expressly understood and agreed that the obligation of the Agency to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Agency, the Agency shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Laws: Contractor understands that the State of Mississippi is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful, and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
4. E-Payment: Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-301 *et seq.*
5. E-Verification: If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008 and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* 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. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services 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.
- 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 cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

6. Paymode: Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
7. Procurement Regulations: The contract shall be governed by the applicable provisions of the *PPRB OPSCR Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.DFA.ms.gov>.
8. Representation Regarding Contingent Fees: Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.
9. Representation Regarding Gratuities: The Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *PPRB OPSCR Rules and Regulations*.
10. Stop Work Order:
  - a. *Order to Stop Work:* The Chief Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its

terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement Officer shall either:

- i. cancel the stop work order; or,
  - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
- b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:
- i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
  - ii. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Chief Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c. *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- d. *Adjustment of Price:* Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

11. Termination for Convenience:

- a. *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

12. Termination for Default:

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may

terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
- d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled (in fixed-price contracts, "Termination for Convenience," in cost-reimbursement contracts, "Termination"). (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
- e. *Erroneous Termination for Default.* If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (d) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.
- f. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

13. Termination Upon Bankruptcy: This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.
14. Trade Secrets, Commercial and Financial Information: It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.
15. Transparency: This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Mississippi Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.
16. Approval: It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.

## ATTACHMENT H

### OPTIONAL CLAUSES FOR USE IN SERVICE CONTRACTS RESULTING FROM THIS INVITATION FOR BIDS

1. Anti-assignment/Subcontracting: Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
2. Approval: It is understood that this contract requires approval by the Personal Service Contract Review Board. If this contract is not approved, it is void and no payment shall be made hereunder.
3. Attorney's Fees and Expenses: Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.
4. Authority to Contract: Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind; and, (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.
5. Information Designated by Contractor as Confidential: Any disclosure of those materials, documents, data, and other information which Contractor has designated in writing as proprietary and confidential shall be subject to the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1. As provided in the contract, the personal or professional services to be provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret, or confidential commercial or financial information.

Any liability resulting from the wrongful disclosure of confidential information on the part of The Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential

information by Contractor or its subcontractor without the express written approval of the Agency shall result in the immediate termination of this agreement.

6. Confidentiality: Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 *et seq.* If a public records request is made for any information provided to Agency pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, Agency shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The Agency shall not be liable to the Contractor for disclosure of information required by court order or required by law.
7. Contractor Personnel: The Agency shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by Contractor. If the Agency reasonably rejects staff or subcontractors, Contractor must provide replacement staff or subcontractors satisfactory to the Agency in a timely manner and at no additional cost to the Agency. The day-to-day supervision and control of Contractor's employees and subcontractors is the sole responsibility of Contractor.
8. Debarment and Suspension: Contractor certifies to the best of its knowledge and belief, that it:
  - a. is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any federal department or agency or any political subdivision or agency of the State of Mississippi.
  - b. has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction.
  - c. has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - d. is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of these offenses enumerated in paragraphs two (b) and (c) of this certification; and,
  - e. has not, within a three-year period preceding this proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.
9. Disclosure of Confidential Information: In the event that either party to this agreement receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall promptly inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this agreement. The parties agree that this section is subject to and superseded by Mississippi Code Annotated §§ 25-61-1 *et seq.*

10. Exceptions to Confidential Information: Contractor and the State shall not be obligated to treat as confidential and proprietary any information disclosed by the other party (“disclosing party”) which:
  - a. is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements.
  - b. is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer.
  - c. is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction.
  - d. is independently developed by the recipient without any reliance on confidential information.
  - e. is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
  - f. is disclosed with the disclosing party’s prior written consent.
  
11. Errors in Extension: If the unit price and the extension price are at variance, the unit price shall prevail.
  
12. Failure to Deliver: In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.
  
13. Failure to Enforce: Failure by the Agency at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Agency to enforce any provision at any time in accordance with its terms.
  
14. Final Payment: Upon satisfactory completion of the work performed under this contract, as a condition before final payment under this contract, or as a termination settlement under this contract, Contractor shall execute and deliver to the Agency a release of all claims against the State arising under, or by virtue of, the contract, except claims which are specifically exempted by Contractor to be set forth therein. Unless otherwise provided in this contract, by state law, or otherwise expressly agreed to by the parties in this contract, final payment under the contract or settlement upon termination of this contract shall not constitute waiver of the State’s claims against Contractor under this contract.
  
15. Force Majeure: Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform.

Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

16. HIPAA Compliance: Contractor agrees to comply with the “Administrative Simplification” provisions of the Health Insurance Portability and Accountability Act of 1996, including electronic data interchange, code sets, identifiers, security, and privacy provisions, as may be applicable to the services under this contract.
17. Indemnification: To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney’s fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State’s sole discretion upon approval of the Office of the Mississippi Attorney General, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the concurrence of the Office of the Mississippi Attorney General, which shall not be unreasonably withheld.
18. Independent Contractor Status: Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor’s personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker’s Compensation, normally provided by the State for its employees.
19. Integrated Agreement/Merger: This agreement, including all contract documents, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations or agreements, irrespective of whether written or oral. This

agreement may be altered, amended, or modified only by a written document executed by the State and Contractor. Contractor acknowledges that it has thoroughly read all contract documents and has had the opportunity to receive competent advice and counsel necessary for it to form a full and complete understanding of all rights and obligations herein. Accordingly, this agreement shall not be construed or interpreted in favor of or against the State or Contractor on the basis of draftsmanship or preparation hereof.

- 20. Modification or Regeneration: This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary. Contract modification means any written alteration in contract requirements, deliverables, delivery point, rate of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract. Modifications must be approved by the PSCRB pursuant to Section 7-111 (Modifications) of the *Mississippi Personal Service Contract Review Board Rules and Regulations*. Modifications shall not grant extra compensation, fee or allowance to any Contractor after service is rendered or contract is made, unless contemplate within the contract itself or unless the scope of services is increased.
- 21. No Limitation of Liability: Nothing in this agreement shall be interpreted as excluding or limiting any tort liability of Contractor for harm caused by the intentional or reckless conduct of Contractor or for damages incurred through the negligent performance of duties by Contractor or the delivery of products that are defective due to negligent construction.
- 22. Notices: All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:	For Contractor:
Sallie Sones, Contract Officer	Name, Title
MS Emergency Management Agency	Contractor Name
#1 MEMA Drive	Address
Pearl, MS 39208	City, State, Zip

- 23. Non-solicitation of Employees: Each party to this agreement agrees not to employ or to solicit for employment, directly or indirectly, any persons in the full-time or part-time employment of the other party until at least six (6) months after this agreement terminates unless mutually agreed to in writing by the State and Contractor.
- 24. Oral Statements: No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be made in writing by the Agency and agreed to by Contractor.
- 25. Ownership of Documents and Work Papers: Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with

the project, which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.

26. Priority: The contract consists of this agreement with exhibits, the IFB 3160004604 (hereinafter referred to as "IFB" and included Attachment A), and the bid dated December 3, 2021, by **Contractor Name** (hereinafter referred to as "Bid" and included Attachments B, C and D). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement with exhibits and, if still unresolved, by reference to the IFB and, if still unresolved, by reference to the Bid. Omission of any term or obligation from this agreement or included Attachments A - D shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.
27. Quality Control: Contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of Contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the Agency.
28. Record Retention and Access to Records: Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.
29. Recovery of Money: Whenever, under the contract, any sum of money shall be recoverable from or payable by Contractor to the Agency, the same amount may be deducted from any sum due to Contractor under the contract or under any other contract between Contractor and the Agency. The rights of the Agency are in addition and without prejudice to any other right the Agency may have to claim the amount of any loss or damage suffered by the Agency on account of the acts or omissions of Contractor.
30. Right to Audit: Contractor shall maintain such financial records and other records as may be prescribed by the Agency or by applicable federal and state laws, rules, and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by the Agency, whichever event occurs first. These records shall be made

available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Mississippi State Auditor's Office, its designees, or other authorized bodies.

31. Right to Inspect Facility: The State may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the State.
32. Severability: If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
33. State Property: Contractor will be responsible for the proper custody and care of any state-owned property furnished for Contractor's use in connection with the performance of this agreement. Contractor will reimburse the State for any loss or damage, normal wear and tear excepted.
34. Third Party Action Notification: Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.
35. Unsatisfactory Work. If, at any time during the contract term, the service performed or work done by Contractor is considered by the Agency to create a condition that threatens the health, safety, or welfare of the citizens and/or employees of the State of Mississippi, Contractor shall, on being notified by the Agency, immediately correct such deficient service or work. In the event Contractor fails, after notice, to correct the deficient service or work immediately, the Agency shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of Contractor.
36. Waiver: No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.
37. Requirements Contract: During the period of the contract, Contractor shall provide all the service described in the contract. Contractor understands and agrees that this is a requirements contract, and that the Agency shall have no obligation to Contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the

Agency for the period of the contract. The amount is only an estimate and Contractor understands and agrees that the Agency is under no obligation to Contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. Contractor further understands and agrees that the Agency may require services in an amount less than or in excess of the estimated annual contract amount and that the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

## ATTACHMENT I

There will be a price adjustment clause within the contract. The contract will provide for variations in the contract price due to changes in the cost of fuel. A price adjustment altering the offeror's profit margin will not be allowed. Any price adjustment will be based upon the Consumer Price Index, "CPI". The CPI index series that will be used to calculate any price adjustment will be the CPI for All Urban Consumers (CPI-U): Regions (South), by expenditure category and commodity and service group with a base period of 1982-84=100. The contract may be adjusted if the percent change is equal to or greater than 10%. Any adjustment determination will be triggered at the request of the offeror which should be made no later than 75 days prior to the end date of the contract.

MEMA acknowledges the following information pertaining to fuel costs and fuel surcharge costs:

- a. The fluctuating cost of fuel is an uncertain variable in the same day delivery industry and greatly impacts service-related cost.
- b. A surcharge will be applied whenever the retail cost of fuel exceeds a predetermined "base price". As the fuel price increases or decreases, so does the surcharge percentage. As of September 1, 2021, the base price is \$1.50.
- c. The average cost of fuel will be determined using the AAA "Daily Fuel Gage Report" as well as the U.S. Department of Energy website. The most recent published price index, as of the first day of each week, will be used to determine surcharge adjustments, if any, for the week. The price index can be found at <https://www.fuelgagereport.com>.
- d. The surcharge will be rescinded when the price of fuel falls below the "base price", being used to trigger the surcharge.
- e. Fuel surcharges will continue under the same trend, as shown in following table, until fuel prices fall below the stated base price.

<b>Fuel Cost</b>	<b>Percentage Surcharge</b>
\$2.01 - \$2.04	5.5%
\$2.05 - \$2.09	6.0%
\$2.10 - \$2.14	6.5%
\$2.15 - \$2.19	7.0%
\$2.20 - \$2.24	7.5%
\$2.25 - \$2.29	8.0%
\$2.30 - \$2.34	8.5%
\$2.35 - \$2.39	9.0%
\$2.40 - \$2.45	9.5%
\$2.46 - \$2.50	10.00%
\$2.51 - \$2.55	10.50%
\$2.56 - \$2.60	11.00%
\$2.61 - \$2.65	11.50%
\$2.66 - \$2.70	12.00%
\$2.71 - \$2.75	12.50%
\$2.76 - \$2.80	13.00%
\$2.81 - \$2.85	13.50%
\$2.86 - \$2.90	14.00%
\$2.91 - \$2.95	14.50%
\$2.96 - \$3.00	15.00%