



Mississippi Department of Employment Security

Tate Reeves
Governor

Robin Stewart
Interim Executive Director

Invitation for Bids (IFB)
No. 2024-01

RFx Number: 3160006412

Smart Number: 1671-24-R-IFBD-00002

Mississippi Department of Employment Security
Armed Security Guard Services

ISSUE DATE: January 30, 2024

BID OPENING LOCATION: Mississippi Department of Employment Security
1235 Echelon Parkway
Jackson, MS 39213

CONTACT: Danny Lynch
bids@mdes.ms.gov

BID SUBMISSION DEADLINE: March 1, 2024 9:00 AM CST

Helping Mississippians Get Jobs

Henry J. Kirksey Building • 1235 Echelon Parkway • Jackson, Mississippi 39213
Post Office Box 1699 • Jackson, Mississippi 39215-1699 • (601) 321-6000

MDES is an Equal Employment Opportunity Employer

The Mississippi Department of Employment Security (“MDES”, “Agency” or “State”), utilizes its network of WIN Job Centers located throughout the state to match qualified, prospective employees and employers with the goal of achieving the agency’s mission of “helping Mississippians Get Jobs.”

MDES also administers the unemployment benefits program that provides payments to Mississippians who have lost their jobs through no fault of their own. Through all of its programs, MDES works to expand employment, improve workforce skills, and enhance productivity for all of Mississippi.

SECTION 1

1.1 Scope of Services

MDES is requesting sealed bids to establish a contract with a provider for the provision of Armed Security Guard Services.

1.1.1 Security Guard Services Locations:

1. State Office Headquarters:

Armed security guards must be on duty year-round at the State Office Headquarters facility located at 1235 Echelon Parkway in Jackson, MS, twenty-four (24) hours per day. Two (2) armed guards must be on duty at this location from 6:00 a.m. until 10:00 p.m. Monday through Friday. One (1) armed guard must on duty at this location from 10:00 p.m. until 6:00 a.m. Monday through Friday. One (1) armed guard must be on duty at this location Saturday, Sunday, and all state scheduled holidays. A list of state scheduled holidays can be found at the URL [State Holidays | Michael Watson Secretary of state \(ms.gov\)](#). Weekend and holiday shifts can be at the discretion of the vendor with prior approval by the agency.

2. WIN Job Centers operated by MDES which includes the following locations:

Gulfport
Carthage
Gluckstadt (Madison County)
Grenada
Greenville
Philadelphia
Columbia
Louisville
Forest
Choctaw
Meridian

Indianola
McComb
Pascagoula
Clarksdale
Greenwood
Picayune
Laurel
Hattiesburg (WIN and Call Center)
Lexington
Cleveland

1.1.2 Security Guard Responsibilities

1. Protect MDES employees, visitors, and property from any perceived or actual perils that arises or might arise
2. Be awake and alert at all times
3. Be armed at all times
4. Ensure all doors, gates, or any other entrances are properly secured during and after business hours
5. Maintain a neat and clean appearance
6. Act in a professional, courteous, and friendly manner with all MDES personnel and visitors
7. Serve exclusively as a security guard while on duty and not be engaged in any other job or vocation
8. Make proper, sufficiently detailed, and legible entries in the daily activity reports
9. Respond immediately to any emergency
10. Respond immediately to fire, security, or any other alarms
11. Upon request, escort MDES personnel or visitors to and from the parking lot

1.1.3 Security Guard Prohibited Conduct

1. Use of cell phone, Bluetooth technology, or any other cellular device while on duty
2. Flirting or fraternizing with MDES personnel, contractors, or any other visitors while on duty
3. Consuming alcohol or engage in the use of illegal drugs while on duty or within eight (8) hours prior to reporting for duty
4. Having personal visitors or family members while on duty
5. Smoking while on duty except in authorized areas
6. Using profanity while on duty
7. Leaving firearms or agency keys unattended
8. Illegal or prohibited activity on the grounds of MDES
9. Interfering with the work of agency employees
10. Visiting, soliciting, or interfering with the work of on-duty guards while a guard is off-duty.

1.1.4 Security Guard Eligibility Requirements

1. 21 years of age or older
2. Valid driver's license with the State of Mississippi
3. Ability to read, write, clearly comprehend, and speak English
4. No criminal history including felonies and/or misdemeanors (Exception – traffic violation)
5. No DUI convictions within two (2) years of date of service
6. Clean drug and alcohol screening
7. Qualified to use a serviceable firearm in accordance with police training standards and recertify as required
8. Weapon's permit issued by the Mississippi Department of Public Safety (It will be the responsibility of the contractor to ensure all weapon permits are up-to-date and permits are subject to inspection by MDES at any time during the contract)
9. Guard must not be indebted or have any overpayments with MDES

1.1.5 Security Guard Duties by Location

State Office Headquarters

1. One (1) guard shall be positioned at the security desk or front door to observe all individuals including employees and guests entering and exiting the building
2. Ensure all employees and guests have a badge before entering the building
3. Ensure all guests sign-in upon entry and sign-out upon exit
4. Ensure knowledge of the building layout and ability to operate all building alarms and cameras
5. Perform interior and exterior rounds
6. Security vehicle provided to guards by MDES shall be operated in a safe manner, not exceeding 10 m.p.h., and security guard must immediately report any issues with the vehicle to MDES maintenance personnel
7. Log for Security vehicle must be maintained daily and vehicle shall be safely parked at the building's loading dock after the completion of the 6:00 p.m. shift Monday through Friday

WIN Job Centers

1. Guard shall be positioned near the entrance of the WIN Job Center and visible to all employees and visitors at all times
2. Ensure all employees and guests have a badge before entering the building
3. Remain visible to the employees and public at all times

1.1.6 Contractor Duties

The specific responsibilities of the prospective contractor will be as follows:

1. Provide qualified, competent, well trained armed security guards

2. Provide properly fitting uniforms for guards
3. Properly manage and supervise security guards
4. Perform routine inspections of guard performance
5. Openly and routinely communicate with MDES Building and Safety staff
6. Remove from duty any security guard not fully performing security guard duties – MDES reserves the right to request removal of any guard at any time as deemed necessary by management
7. Provide armed security guard services to any WIN Job Center on an emergency basis within twenty-four (24) hours of a request from MDES
8. Have at least one (1) guard designated as Supervisor to coordinate schedules and communicate directly with MDES Building and Safety Staff
9. Verify employment records of all guards and provide results to MDES as requested
10. Perform background checks and provide results to MDES as requested
11. Ensure guards have valid and updated gun permits and provide results to MDES as requested
12. Provide monthly invoices to MDES
13. Contractor must not be indebted to MDES

SECTION 2

2.1 MDES Duties

The specific responsibilities of MDES will be as follows:

1. Monitor security guards and report any deficiencies
2. Provide access to all facility doors, locks, and alarms

2.2 Existing Guard Retention

At the agency's discretion, MDES would like the existing guards to remain at MDES should they choose to do so. Contractor shall hire existing guards provided Contractor's hiring requirements and conditions are met.

2.3 Contract Duration

The term of the Armed Security Guard Services Contract shall be from May 1, 2024, through April 30, 2028, with an option to renew for one (1) additional twelve (12) month period. Any contract extension shall be under the same prices, terms, and conditions as in the original contract, and shall be agreed to, in writing, by the State and the Contractor. The period of performance under the initial contract term and under any extension shall be conditioned upon the receipt of funds and satisfactory performance during prior years as determined by MDES.

2.4 Contract Administration

The contract awarded subsequent to this solicitation shall be administered by MDES. The selected contractor will be reimbursed for allowable costs that have been identified and approved in a contract that the selected contractor and MDES have negotiated and executed. Contractors will be required to maintain documentation necessary to support each cost. All invoices submitted by the Contractor for payment of services performed pursuant to the contract shall be submitted as follows:

ATTN: MDES ACCOUNTS PAYABLE
Mississippi Department of Employment Security
P.O. Box 1699
Jackson, MS 39215-1699

MDES agrees to pay Contractor in accordance with Mississippi law on “Timely Payments for Purchases by Public Bodies,” Sections 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment by the State within forty-five (45) days of receipt of the invoice. Contractor understands and agrees that MDES is exempt from the payment of taxes. All payments shall be in United States currency.

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Contractor invoices shall be submitted to the Agency/MDES using the processes and procedures identified by the State. Payments by state agencies using the Mississippi Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically by the State. These payments shall be deposited into the bank account of the Contractor’s choice.

Acceptance by Contractor of the payment from MDES shall operate as a release of all claims against the State by the Contractor.

2.5. Contract Management

If the Contractor fails to adhere to the Armed Security Guard Services schedule, or if the Contractor fails to satisfactorily provide the prescribed services to all or any service areas, MDES 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 non-performance as shown by repeated deficiencies, MDES may terminate the contract without further obligation to the Contractor.

MDES does not pay holiday or overtime pay. Compensation shall adhere to the agreed-upon regular and emergency hourly bill rates as described herein.

2.6 Insurance

The successful contractor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000.00 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 MDES as an additional insured. The agency reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The Contractor shall provide a copy of the most recent Certificate of Insurance and must ensure ALL coverages listed in Section 2.6 are met.

SECTION 3

3.1 Bid Information

The original and two (2) copies of the bid packets, three (3) copies total, shall be signed and submitted in a sealed envelope or package to MDES at 1235 Echelon Parkway Jackson, MS 39213 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 as indicated on Attachment A. 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. MDES 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, MDES 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.

3.1.1 Timeline (All times CST)

IFB Issue Date	
First Advertisement Date	January 30, 2024
Second Advertisement Date	February 6, 2024
Questions Submission Deadline	February 7, 2024 - 10:00 AM
Answers Posted	February 9, 2024 - 5:00 PM
Bid Submission Deadline	March 1, 2024 - 9:00 AM

Bid Opening	March 1, 2024 - 1:00 PM
References Contacted	March 4-5, 2024
Anticipated Notice of Intent to Award	March 6, 2024
Debriefing Request Deadline	March 11, 2024 - 5:00 PM
Protest Deadline	March 15, 2024 - 5:00 PM

3.2 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. It must be determined by MDES that the late receipt was due solely to mishandling by MDES after receipt at the specified address.

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.

3.3 Expenses Incurred in Preparing Bid

MDES 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.

3.4 Bid Form

All pricing 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 non-responsive.

3.4.1 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.

3.5 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 three (3) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

3.6 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.

3.7 Questions for Additional Information

Questions and requests for clarification must be submitted in writing to MDES Procurement at bids@mdes.ms.gov. Questions concerning the technical portions of the procurement document should be directed to MDES Procurement at bids@mdes.ms.gov. All questions must be submitted by 10:00 a.m. CST, February 7, 2024. Answers will be posted on or before 5:00 p.m. CST, February 9, 2024. **When submitting questions, please indicate the IFB Number in the subject line and text.** 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.

3.8 Type of Contract

Compensation for services will be in the form of a **fixed hourly rate** for armed guard services. Bidders must submit an hourly rate for

MDES will award the bid to the lowest, responsive, responsible bidder who meets all required specifications, subject to approval by the Public Procurement Review Board, if necessary. MDES reserves the right to reject any and/or all bids and waive minor informalities which do not affect quality, quantity, price or delivery.

3.9 References

Each bidder must provide a listing of at least two (2) references along with contact information using Attachment D. These references must be familiar with the bidder's capability and capacity to perform Armed Security Guard Services. It is the responsibility of the bidder to ensure that the reference contact information is both correct and current. It is recommended that bidders verify the contact information that is provided.

MDES staff must be able to reach two (2) references for a bidder within two (2) business days of the bid opening to be considered responsible. The bidder must score a minimum of five (5) points for each reference on the Reference Score Sheet (Attachment E) which will be used by MDES staff when conducting reference interviews. Bidders must receive a minimum score of ten (10) points total from reference interviews to be considered responsible. MDES staff will begin contacting references at the top of the list and will continue down the list until MDES completes a reference Score Sheet (Attachment E) for two (2) references.

SECTION 4

4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in IFB 2024-01, which may include 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, IFB 2024-01, as determined by MDES.

4.1.1.1 Minimum Qualifications to be Deemed Responsive

- Bid received by the deadline as described herein
- Bid package marked as indicated in Attachment A
- Attachment A (Bid Cover Sheet) fully completed and signed
- Attachment B (Bid Form) fully completed and signed and includes a regular hourly rate and emergency hourly rate
- Attachment C (Certifications and Assurances) fully completed and signed - vendor must circle the appropriate responses to the questions on this attachment.
- Attachment D (References) completed with as many references necessary for MDES staff to allow contact with at least two (2) references within two (2) business days of the bid opening – See Section 3.9
- Attachment F (Acknowledgement of Amendments) fully completed and signed
- Attachment I (Bidder's Checklist) fully completed and signed to help ensure bidder has included required documents in the bid submission

4.1.2 Responsible Bidder

Bidder must have the integrity, reliability, and capability as well as the financial and technical capacity to fully perform the contract requirements which will assure good faith performance, as determined by MDES.

4.1.2.1 Minimum Qualifications to be Deemed Responsible

- Bidder must have been in business and provided Professional Armed Guard Services similar in requirements and scale to those described in this IFB for a minimum of five (5) years. Bidder must provide a detailed and comprehensive narrative of its experience with similar companies including company name, size, time-frame (dates) of when services were provided, and security guard requirements.
- Bidder must be able to meet and perform all aspects of the Scope of Services listed in IFB 2024-01 Section 1.1. Bidder should provide a detailed and comprehensive narrative

explaining how the requirements listed in the Scope of Work will be achieved.

- Bidder must receive a minimum score of ten (10) points from reference interviews conducted by MDES staff. See Section 3.9 and Attachments D and E.
- Bidder must be licensed to conduct business in the State of Mississippi. A copy of the business license must be included in the bid packet. If the bidder intends on obtaining a license, the license must be provided to MDES according to Section 3.5 of this IFB.

SECTION 5

5.1 Written Bids

All bids shall be in writing.

5.2 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 of any kind will be allowed 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.

5.3 Award

The contract will be awarded by written notice to the lowest, responsive, and responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids.

5.3.1 Notification

All participating contractors will be notified of the MDES's intent to award a contract. In addition, MDES will identify the selected contractor. Notice of award is also made available to the public.

SECTION 6

6.1 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 Purchasing Director of MDES 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 Purchasing Director of MDES in writing and identify its attorney

by name, address, and telephone number. MDES will schedule and/or suspend and reschedule the meeting at a time when a Legal Representative of MDES 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's Office of Personal Service Contract Review's Rules and Regulations.

6.2 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 agency. The protest shall be submitted on or before 5:00 p.m. CST, March 15, 2024, 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. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by MDES, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after the protest deadline will not be considered.

6.3 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's Office of Personal Service Contract Review's Rules and Regulations as updated.

6.4 Optional Contract Terms and Conditions

Any contract entered into between MDES and a contractor/bidder may have, at the discretion of MDES, the optional clauses found in **Attachment H** and those within the Public Procurement Review Board's Office of Personal Service Contract Review's Rules and Regulations as updated.

6.5 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.

6.6 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

MDES is seeking to establish a contract for Armed Security Guard Services.

Bids are to be submitted as listed below, on or before March 1, 2024 at 9:00 AM CST

PLEASE MARK YOUR ENVELOPE:

“MDES Armed Security Guard Services”
RFx No. 3160006412
Smart No. 1671-24-R-IFBD-00002
ATTENTION: MDES Procurement Department
1235 Echelon Parkway Jackson, MS 39213
SEALED BID – DO NOT OPEN

(Please type or write legibly)

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip Code: _____

Company Representative: _____

Telephone: _____

Fax: _____

E-Mail: _____

FEI/FIN # (if company, corporation, or partnership):	
State Vendor Number*	

*To register with the State of Mississippi for a vendor number or to find out your assigned vendor number, please visit <http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/>

To allow MDES to gather more information about your company, please answer the following questions regarding your company.

What year was your company started? _____

How many years has your company been in the business of performing the services called for in this Invitation for Bids? _____

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 in the region, how will you supply Armed Security Guard Services to agencies in the region? _____

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. _____

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. _____

What is the largest customer your company has provided Armed Security Guard Services for in the past two (2) years? Please include the annual amount of the billing. _____

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

Printed Name _____

Signature/Date _____

ATTACHMENT B

Bid Form for Armed Security Guard Services

Company	Company Representative	Telephone

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

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any); and
- Any and all other costs associated with performing the services in the IFB

The pricing must include ALL associated costs with no additional or hidden fees.

<p>Hourly Rate per Guard for Regular Armed Guard Services</p> <hr style="width: 20%; margin: auto;"/>

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

1. That he/she has thoroughly read and understands this Invitation for Bids, IFB 2024-01 and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, IFB 2024-01 and the attachments herein;
3. That the company agrees to all provisions of this Invitation for Bids, IFB 2024-01, and the attachments herein;
4. That the company will perform, without delay, the services required at the price quoted in this **Attachment B**; and

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. That 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

**Certifications and Assurances
(PLEASE CIRCLE WHERE REQUIRED)**

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 continued 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

Contractor represents 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 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 Public Procurement 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 Contractor's bid that such 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 to 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 D

References

Bidder may submit as many references as desired by submitting additional copies of Attachment D (References). References will be contacted in the order listed until two (2) references have been interviewed and Reference Score Sheets completed for each of the two (2) references. No further references will be contacted; however, bidders are encouraged to submit additional references to ensure that at least two (2) references are available for interview. MDES must be able to contact two (2) references within two (2) business days of bid opening to be considered responsive. MDES staff will score the interview accordingly as per Attachment E.

Reference 1

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Phone Number: _____

E-mail: _____

Reference 2

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Phone Number: _____

E-mail: _____

Reference 3

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Phone Number: _____

E-mail: _____

Reference 4

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Phone Number: _____

E-mail: _____

Reference 5

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Phone Number: _____

E-mail: _____

ATTACHMENT E

Reference Score Sheet

TO BE COMPLETED BY MDES STAFF ONLY

Name of Bidder: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Contacted By: _____ Position: _____

Questions	Response	
Able to provide Armed Security Guard Services when requested?	Yes	No
Satisfied with the Armed Security Guard services provided? If no, please explain.	Yes	No
Vendor easy to work with when scheduling Armed Security Guard services?	Yes	No
When issues arose, did vendor readily offer a solution?	Yes	No
Would you enter into a contract with vendor again?	Yes	No
Would you recommend this vendor?	Yes	No

Services From / to Dates: _____

Each “Yes” is worth one (1) point; each “No” is worth zero (0) points. Bidder must have a minimum score of five (5) points from two (2) references (total of 10 points) to be considered responsible and for its bid to be considered.

Score: _____

Do you have any business, professional, or personal interest in the bidder’s organization?	Yes	No
If Yes, please explain.		

Notes:

ATTACHMENT F

Acknowledgment of Amendments

Bidder shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space by signing and returning Attachment F. The acknowledgement must be received by MDES by the time and at the place specified for receipt of bids. The answers posted to questions received relative to Section 3.7 will be issued in the form of an amendment.

Vendor acknowledges all amendments to this IFB. Please list the amendments acknowledged by the amendment number and date:

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Amendment Number / Date _____

Signature

Date

ATTACHMENT G

Required Clauses for Service Contracts Resulting from this Invitation for Bids

1. 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 on the bid form, by letter, or by signing and returning Attachment G. The acknowledgement must be received by MDES by the time and at the place specified for receipt of bids.
2. 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 Hinds County. Contractor shall comply with applicable federal, state, and local laws and regulations.
3. 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.
4. Compliance with Laws. Contractor understands that the Agency 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.
5. 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.*
6. 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.

7. 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.
8. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Public Procurement Review Board’s Office of Personal Service Contract Review’s Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 1301, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.dfa.ms.gov>.
9. 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.
10. Representation Regarding Gratuities. 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 *Mississippi Public Procurement Review Board's Office of Personal Service Contract Review's Rules and Regulations*.

11. 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.

12. 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.

13. 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 fifteen (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 (4) (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.
14. 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.
15. 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.
16. 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 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.

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 Public Procurement 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 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:
 - (1) 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;
 - (2) has not, within a three-year period preceding this bid, 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;
 - (3) has not, within a three-year period preceding this bid, 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;
 - (4) 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 (2) and (3) of this certification; and,
 - (5) has not, within a three-year period preceding this bid, had one (1) 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:
 - (1) is rightfully known to the recipient prior to negotiations leading to this agreement, other than information obtained in confidence under prior engagements;
 - (2) is generally known or easily ascertainable by nonparties of ordinary skill in the business of the customer;
 - (3) is released by the disclosing party to any other person, firm, or entity (including governmental agencies or bureaus) without restriction;
 - (4) is independently developed by the recipient without any reliance on confidential information;
 - (5) is or later becomes part of the public domain or may be lawfully obtained by the State or Contractor from any nonparty; or,
 - (6) 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, 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 State. 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 State’s concurrence, which the State shall not unreasonably withhold.
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 based on draftsmanship or preparation hereof.
(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 PPRB pursuant to Section 7-111 (Modifications) of the Mississippi Public Procurement Review Board's Office of Personal Service Contract Review's Rules and Regulations. Modifications shall not grant extra compensation, fee, or allowance to any Contractor after service is rendered or contract is made, unless contemplated within the contract itself or unless the scope of services is increased.)
20. Modification or Renegotiation. 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.
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.
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. 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.
27. 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-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-year period, whichever is later.
28. 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.
29. 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.
30. 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.

31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
36. 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

Bidder's Checklist

Note: This checklist is to serve as a guide for necessary documents and is not intended to be all-inclusive. Bidder must carefully read this solicitation in its entirety and include all information in its bid to be deemed both responsive and responsible.

Attachment A Completed and Signed	<input type="checkbox"/>
Attachment B Completed and Signed	<input type="checkbox"/>
Attachment C Completed and Signed (Ensure that applicable words are circled)	<input type="checkbox"/>
Attachment D, Completed	<input type="checkbox"/>
Attachment F Completed and Signed	<input type="checkbox"/>
Attachment I Completed and Signed	<input type="checkbox"/>
All Aspects to be Deemed Responsive and Responsible Included	<input type="checkbox"/>
Insurance Certificate Including ALL Coverages	<input type="checkbox"/>
MS Business License	<input type="checkbox"/>

Printed Name: _____

Signature: _____

Date: _____