

NOTICE OF INVITATION TO BID

Notice is hereby given that sealed or electronic bid proposals will be received by the Mayor and Board of Aldermen of the City of Southaven, Mississippi for the purpose of purchasing **Parks Point of Sale System**

Bid specifications will be accepted until **10:00 a.m. on Tuesday, December 15, 2020** for specifications entitled: **Bid Specifications for Parks Point of Sale System**

Bid specifications and procedures may be obtained by contacting the following prior to the deadline between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday:

**City of Southaven
(attn: City Clerk)
8710 Northwest Drive
Southaven, MS 38671
662-393-8652 contact:**

Bid specifications may be submitted electronically to www.centralbidding.com or by sealed envelope at the City of Southaven by 10:00 a.m. on Tuesday, December 15, 2020.

All submittals shall have bid title, company name & address information, date and time of bid specifications – all clearly indicated on the outside of the sealed envelope or in the body of the electronic submittal. Submittals without this information may be rejected. The City of Southaven is not responsible for any submission delivery being delayed for any reason.

Document information may be obtained electronically at www.centralbidding.com. All questions related to electronic downloads shall be directed to Central Bidding at (225) 810-4814. Document sets may be obtained at the office of the City Clerk.

Bid specifications will be evaluated and vendors submitting acceptable specifications will be invited by no later than, Thursday, December 17, 2020 to participate in the Reverse Auction.

Final bidding shall be held by electronic reverse auction on Friday, December 18, 2020 at www.centralbidding.com beginning at 10:00 a.m. and ending at 10:30 a.m. or when reverse auction ends utilizing anti-sniping.

Live electronic reverse auction bids will be submitted at www.centralbidding.com. For any questions related to the electronic bidding process, please call Central Bidding at 225-810-4814. Bids may also be submitted to the City Clerk's Office, 8710 Northwest Drive, Southaven, MS 38671, by Friday, December 18, 2020 to be included in the "live" reverse auction. If a bid is submitted to the City Clerk's Office, the City will provide electronic access to the bidder in order to participate in the electronic reverse auction bidding process. Bidders must report to the City Clerk's Office 30 minutes (9:30) prior to the start of the auction. However, anyone wishing to submit bids in that manner will need to register with Central Bidding prior to said date.

The City reserves the right to utilize "anti-sniping" for reverse auctions. Anti-sniping is a tool that automatically extends the bid time for reverse auctions by five (5) minutes if a vendor places a bid in the final five (5) minutes of the reverse auction. The anti-sniping effect will automatically extend the reverse auction bid time any time a bid is placed in the last five (5) minutes of the reverse auction and can auto extend the reverse auction multiple times until the bidding on the reverse auction ends.

The Owner (legally represented by the Mayor and Board of Aldermen) reserves the right to reject any and all bid proposals on this project as well as the right to waive any informalities.

OWNER:

**City of Southaven
8710 Northwest Drive
Southaven, MS 38671**

CONTACT:

**Southaven Parks Department
Wes Brown
(662) 890-6726**

Dates of Advertisement:

November 26, 2020

December 3, 2020