



INVITATION FOR BIDS
OFFICE OF PROCUREMENT & CONTRACTS

1. INSTRUCTIONS FOR BIDDERS

- a. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
- c. Bidders shall submit their bids either electronically or in a sealed envelope. To submit electronically, follow the instructions below. Bids CANNOT be emailed.
 - i. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address. Bids should be sent to: 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762.
 - ii. At this time we only accept non-ITS bids electronically. For electronic submission of bids, go to: portal.magic.ms.gov and use the RFX number on the next page as your reference number.
- d. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.

2. TERMS AND CONDITIONS

- a. All bids should be bid "FOB Destination"
- b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form. General Bid Terms and Conditions can be found here:
https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf
- c. Any contract resulting from this Invitation for Bid shall be in substantial compliance with Mississippi State University's Standard Contract Addendum:
<https://www.procurement.msstate.edu/contracts/standardaddendum.pdf>

Bid Number/RFX Number: 24-102/RFX #3160007032

Opening Date: December 11, 2024 at 2:00 p.m.

Description: Retrofitting Capping System on Fluid Milk Bottle Machine

Vendor Name: _____

Vendor Address: _____

Telephone Number: _____

Days the Offer is Firm: _____

Authorized Signature: _____

Name: _____

Title: _____

Item	Quantity	Description	Unit Price	Total Price
1	1	Retrofitting Capping System		

Bid for Retrofitting Capping System on Fluid Milk Bottling Machine

MSU Dairy Plant

Machine ID: 2377GWSS2/12.4R1428

Due to the bottling industry moving to screw on caps, the Mississippi State University Dairy Plant needs to upgrade its current bottle capping system for fluid milk products for human consumption to accommodate this change. In addition, this upgrade will allow for continued procurement of bottles utilized for fluid milk production and subsequent sales. This bid should be for retrofitting our current Federal Manufacturing Company filling machine (machine identification number above) from the existing snap capping system with pull tabs to screw on caps.

Items needed include the following:

Capping Turret

Capper Column Assembly

Capper Cam Assembly

Bulk Hopper and Cap Chute

Cap Feeding Assembly

Sample Bottles and Caps

All labor and personnel for installation, verification of functionality, and quality control