

**SPECIFICATIONS FOR ITEM #34: MAT RENTAL SERVICE FOR VARIOUS  
DEPARTMENTS/DIVISIONS OF THE CITY  
OF HATTIESBURG**

Bidder shall bid on furnishing Mat Rental Service for the various departments/divisions of the City of Hattiesburg as listed herein, which meet or exceed the following specifications, to-wit:

**GENERAL REQUIREMENTS:**

Weekly rental and laundering for mats for various buildings. The buildings include, but are not limited to:

Hattiesburg Grounds Maintenance Division  
800 Arledge Street

Highland Cemetery Division  
3501 West 7<sup>th</sup> Street

Hattiesburg Public Services Department  
1202 James Street and 212 East Front Street  
Consisting of the following divisions:  
Shop, Sanitation, Street, Health, Drainage,  
Street Cleaning, Automated Fuel Facility, GO & FS,  
and Engineering

The color of the mat shall be brown.

The bidder shall assume full responsibility for material, workmanship, and uniformity of product - and in event of error, bidder shall immediately replace any or all mats at no cost to the City. Bidder shall assume full responsibility for laundering, weekly pick-up and delivery, maintenance, repair of damaged or torn mats, or replacement with new ones, replacement of mats at least every eighteen (18) months, or sooner as required by the City of Hattiesburg. The replacement mat must be new, unused, and acceptable to the City of Hattiesburg.

The bidder shall list the cost to replace the following sizes of mats that are lost or damaged by the City of Hattiesburg based on a quantity of one (1) mat for each size:

3 x 4 Mat \_\_\_\_\_

4 x 6 Mat \_\_\_\_\_

3 x 10 Mat \_\_\_\_\_

The successful vendor shall be responsible for scheduling deliveries with each Division's General Manager and/or Manager, during the weeks in which the following holidays are observed by the City.

Veteran's Day  
Thanksgiving Day  
Christmas Day

New Year's Day  
Third Monday of January  
Third Monday of February  
Good Friday  
Last Monday of May  
Independence Day  
First Monday of September  
Additional Holidays Proclaimed by the Governor

Additional items required by the City of Hattiesburg may include, but not be limited to:

18 x 18 Cotton Shop Towels  
24' Dust Mops  
24' Dust Mop Frames  
Dust Mop Handles

The City of Hattiesburg reserves the option to add additional sizes of all items included in this bid, as well as additional items as needed.

Each bidder shall submit bid prices utilizing **this form**. Bidder shall submit prices on a **weekly rate only**. The rate shall be based on a minimum quantity of **five (5) mats**.

**MATS**

Weekly Rental Rate - 3 x 4 Mat \$ \_\_\_\_\_

Weekly Rental Rate - 4 x 6 Mat \$ \_\_\_\_\_

Weekly Rental Rate - 3 x 10 Mat \$ \_\_\_\_\_

**ACCESSORIES**

Additional items required by the City of Hattiesburg may include, but not be limited to:

Weekly Rental Rate - 18 x 18 Cotton Shop Towels \$ \_\_\_\_\_

Weekly Rental Rate - 24' Dust Mops \$ \_\_\_\_\_

Weekly Rental Rate - 24' Dust Mop Frames \$ \_\_\_\_\_

Weekly Rental Rate - Dust Mop Handles \$ \_\_\_\_\_

The City of Hattiesburg reserves the option to add additional sizes of all items included in this bid, as well as additional items as needed.

Name of Company \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone/Fax \_\_\_\_\_

Company Representative \_\_\_\_\_  
(printed)

Company Representative \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

**IMPORTANT:** All bidders shall provide a photocopy of their Certificate of Incorporation or other appropriate documents which identify the bidder's principal legal address, including the City, County, and State.

The successful vendor shall provide separate invoices for each division

covered by this contract. Vendor may bill all charges for this contract to one (1) account number in the name of "The City of Hattiesburg". The City shall be invoiced monthly supported by weekly delivery tickets.

**ANY BID THAT FAILS TO COMPLY WITH THE TERMS OF THESE SPECIFICATIONS WILL BE DISQUALIFIED.**

PAYMENT TERMS: Remittance within forty-five (45) days from satisfactory delivery of goods and/or receipt of invoice(s).

PRICES shall be FIRM for a period beginning with official award of the bid, and ending March 31, 2021, items to be purchased as required.

The lowest and best bid received will be accepted, subject to the provisions of Section 31-7-13 of the Mississippi Code of 1972, Annotated as Amended, and other applicable State law; but the Council reserves the right to reject any and all bids received and to waive informalities.

APPROVED on this, the 5th day of February, 2019.

BY: \_\_\_\_\_  
CITY CLERK