

City of Pascagoula Purchasing Department



COMPETITIVE BID GUIDELINES

\$0 to \$5,000 – no bids or quotes required

\$5,000.01 to \$50,000 – at least two written quotes

Over \$50,000 – formal sealed bids required

ANNUAL BID LISTING

<i>Air/Heat/Vent/Maintenance</i>	<i>Janitorial Service</i>
<i>Antiscalant/Dispersant/Antifoulant</i>	<i>Limestone</i>
<i>Asphalt – Laid in Place and Pick up at Plant</i>	<i>Pest Control Services</i>
<i>Backflow Preventers</i>	<i>Portable Restrooms</i>
<i>C900 Water Pipe</i>	<i>Red Clay</i>
<i>Chlorine</i>	<i>Sand</i>
<i>Concrete</i>	<i>Garbage/Solid Waste Collection</i>
<i>Ditch Maintenance</i>	<i>Street Milling</i>
<i>Fire Hydrants</i>	<i>Street Striping</i>
<i>Gas Pipe PE 2406</i>	<i>Trash Disposal</i>
<i>Grates, Frames & Covers</i>	<i>Vehicle Maintenance</i>
<i>Highly Visible Medians</i>	<i>Waste Container Services</i>
<i>Grounds Maintenance</i>	<i>Zinc Orthophosphate</i>

OTHER BIDS & RFPs

4th of July Fireworks Show
Concessions
Construction
CDBG Services
Demolition & Property Cleanup
Disaster Recovery Assistance
Disaster Debris Monitoring
Equipment
Engineering Services
Public Works
RO Membrane Elements
Other Professional Services

DOING BUSINESS WITH CITY OF PASCAGOULA

Any vendor who desires to be added to our vendors list should call the Purchasing Office at 228-938-6722 or 6723 or stop by the Purchasing Office at 603 Watts Avenue. Information can also be faxed to 228-938-6749 or emailed to purchasing@cityofpascagoula.com.

The City of Pascagoula requires certain information from each vendor proposing to do business with us. This includes:

- Type of Business
- Business Name
- Contact Name
- Address, City, State, & Zip
- Phone & Fax Number
- Email Address
- Tax Identification Number

Sales calls are welcomed and appointments are not required but are requested. Vendors are asked to provide the City with a product list, line card, or catalog. Vendors will be given the opportunity to quote on products based on the City's needs.

The City operates on a purchase order system whereby employees or the Purchasing Office obtains quotes, the department submits a requisition to the purchasing office, a purchase order is issued, and the product is purchased or ordered.

Any bids or proposals advertised by the City or any other entity are published on the website of the MS Contract Procurement Center at www.mspsc.com. The vendor can visit this website and fill out a [new client application](#). The procurement office can be contacted at 228-396-1288.

Bids and proposals are also published on our City website at www.cityofpascagoula.com. Navigate to Departments→Finance→Purchasing→ Current Bids.

Invoice Payments

By law, the City is given forty-five (45) days from date of invoice to pay that invoice; however, our City Council meets twice a month to approve payments. If an invoice is submitted and all goods and services are received, the invoice will be processed for payment immediately; thereby shortening the turnaround time for payment.