

Department of Administration



200 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017

October 09, 2025

NOTICE TO DEALERS IN TICKET WRITER SOFTWARE & HARDWARE SERVICES:

DUE DATE & WHERE

Scaled, signed RFPs are invited and will be received by the City of Jackson, Mississippi, until 3:30 P.M. in the City Clerk's Office of Jackson, the bid must be stamped in by 3:30 P.M. Tuesday, November 04, 2025, at which time said RFPs will be publicly opened at the City Hall for the following:

Weigh Scale System for Landfill

See attached Specifications/Descriptions

SPECIFICATION QUESTIONS

For additional information regarding specifications, contact: Lakesha Weathers Manager, Solid Waste Department of Public Works

RFPs PACKAGE REQUEST

RFPs Package with specifications may be secured from The Purchasing Division; Warren Hood Building, 200 S. President St., Room 604, Jackson, MS 39201, (601) 960-1025

SUBMITTING OF A RFP

1. you are required to send One (1) Original and four (4) copies of all information being submitted, this includes your Proposal Form, or your bid may be considered non-responsive. Your bottom line bid price must be submitted on the form provided by the City when noted unless otherwise instructed.
2. The complete proposal pricing section must be returned if you submit a RFP, and any required/mandatory documents. (Example: Bids having more than one bid section, parts, pages or a check list.
3. The instruction and specification sections, should not be returned, with your RFP Proposal Forms they are you to keep.
4. Proposal Forms must be legibly handwritten or it must be typed, if not, they will be considered non-responsive. Errors or corrections must be crossed out and changes must be printed in ink or typewritten. All changes must be initialed in ink by the person signing, the RFP.
5. The unit price will always govern in determining the extended price or the total price. Therefore, please review your price careful before submitting your RFP. No RFP shall be altered or amended after the specified time for RFP opening or once delivered.
6. Manufacturer name and model must be stated when required for each item. Any item without this information may not be considered.

ALTERNATIVE BIDS's OR NOTES

7. **Do not submit prices for more than one product, or the same product per item. This means only one product, one size, and price per bid form as specified in the package.**
8. **Alternate RFPs not acceptable, unless submitted in a separate sealed delivery routing envelope, and in no way concealed in a delivery envelope. Alternate bids may be submitted but not necessarily acceptable by the City. The City reserves the right to determine whether an alternative being offered is equivalent to and meets the standard or the specifications.**
9. **Any RFP received with limiting or conditional requirements will automatically be deemed non-responsive. Examples:**
 1. All or none.
 2. All items must be ordered at the same time.
 3. Specified amount to be ordered.
 4. No notation or other packaging pricing below the submitted price.
10. **Bid openings will be conducted and open to the public. However, note, they will serve only for the opening, and reading of the price and in no way is an award.**

WHERE TO SEND BIDS

11. **Please submit your signed RFP and four (4) copies, in a sealed envelope addressed to:**
City Clerks Office of Jackson, P. O. Box 17, Jackson, MS 39205 or hand deliver to the City Clerk's Office of Jackson, 219 South President Street, Jackson, MS 39201, using the above instructions.
12. **Only ONE (1) COMPLETE RFP SUBMISSION ALLOWED PER DELIVERY ENVELOPE, one (1), original and ten (4) copies with the required complete RFP Number and a returnable address on the outside of that delivery envelope. If more than one complete RFP is submitted per a delivery envelope, it will not be accepted as an official bid.**
13. **Facsimile transmitted proposals or other documents are not acceptable.**
14. **All one-time awards must be valid for a minimum of 90 days from opening date. Vendors may not withdraw a proposal prior to the end of 90 days, or the stated terms of said bid. Vendors who do not comply with this requirement shall be considered non-responsive.**

EMPLOYEE BIDDING

15. **Bidding by City employees is prohibited. It is hereby declared unlawful for any city official to bid on, or sell, or offer for sale, any merchandise services, equipment or material, or similar commodity to the City of Jackson during the tenure of his or her employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the City of Jackson. (§ 25-4-105) (Miss Code 1972 as amended)**

SUBMITTING A NO REPLY WILL NOT BE ACCEPTED THIS TIME

16. **To submit a no bid, SEND ONE (1) proposal form. Write no bid on the form, you Company name/ Address, sign and Note on the outside of the envelope the Bid Number and "NO BID". This must be received the same time as if you were submitting, a regular bid to be recorded.**

CITY OF JACKSON RIGHTS

17. **The City of Jackson reserves the right to waive any general condition, special conditions or minor specification deviation when considered to be in the best interest of the City of Jackson, so long as such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors.**

The City reserves the right to reject any and all proposals. The City also reserves the right to waive any and all informalities in respect to any bid submitted. Bid awards will be made to the lowest and best bidder quoting the lowest net price in accordance with specifications. The award could be according to lowest cost per item; or to the lowest total cost for all items; or to accept all or part of any proposal. In those cases, where it is known prior to advertising that the City's intention is to award according to the lowest total cost for all items, or in some variation thereof, statements to this affect will be included on the proposal form. Absence of such statements means the City will make that determination during the bid tabulation.

DELIVERY & OTHER COST

This order is to be delivered F. O. B., prepaid and allowed, Jackson, Mississippi, within the number of days' states after receipt of our purchase order. "Note all cost must be included in the RFP price." No additional cost can be attached to an order.

TAXES

SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN ANY BID PRICE. THE CITY OF JACKSON ASSUMED NO TAX LIABILITY.

CITY OF JACKSON, MISSISSIPPI

Monica Oliver, Purchasing Manager
Purchasing Division

MO
RFP 96297

**CITY OF JACKSON, MISSISSIPPI
PROPOSAL FORM**

PLEASE RETURN THIS SECTION IN ITS ENTIRETY

NOTICE TO BIDDERS:

FOR HAND DELIVERY OR MAILING INSTRUCTIONS:

1. **Submit one (1) original and four (4) copies of your complete RFP Proposal Package.**

2. **MAILING ADDRESS:** **City Clerks Office of Jackson
Post Office Box 17,
Jackson, MS 39205**

3. **DELIVERY ADDRESS:** **City Clerks Office of Jackson
219 South President Street
Jackson, MS 39201**

4. **CENTRALBIDDING** **www.centralbidding.com**

4. **Note the following on the outside of your envelope:
"RFP No. 96297-110425; to be opened November 04, 2025"**

In accordance with your Notice of October 9, 2025, I bid as follows:

COMPANY NAME _____			
<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>GRAND TOTAL</u>
1.	1.	Weigh Scale System with Software/ See attachment for Specifications	\$ _____

The above shall comply with the specifications included in the Notice to Dealers, with any and all exceptions noted in a separate document.

This RFP must be valid for 90 days after RFP opening. If this RFP is good for longer than 90 days, then state how long this RFP is good for _____.

The above will be delivered F.O. B., prepaid and allowed, Jackson, Mississippi, within _____ days after receipt of your purchase order. "Note all cost must be included in the RFP price." said shipments.

The City of Jackson, Mississippi, ("City of Jackson"), is committed to cultivation and ensuring the quality of life of its citizens, through various programs, employment, initiatives, and assistance. The City of Jackson encourages all persons, corporation, and/or entities doing business in Jackson, to participate in and/or institute similar measures for the City of Jackson residents.

**SALES TAX AND FEDERAL EXCISE TAX ARE NOT TO BE INCLUDED IN YOUR PRICE.
THE CITY OF JACKSON ASSUMES NO TAX LIABILITY**

**RFP SUBMITTED BY:
PLEASE TYPE OR PRINT**

Company Complete Legal Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Physical Address, Principal Place of Business: _____

City: _____ **State:** _____ **Zip Code:** _____

Name of Person Submitting Proposal: _____

Signature of Person Submitting Proposal: _____
(Required)

Date: _____, 2025 **E-Mail Address:** _____

Telephone No.: _____ / _____ **Fax No.:** _____ / _____

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Appendix A – Software Requirements

The proposed weigh scale system shall include software that is fully integrated, reliable, and capable of meeting the operational and compliance needs of the City of Jackson's Rubbish Facility.

A. Transaction Management

Track inbound and outbound loads with gross, tare, and net weights.

Maintain open/closed ticketing with unique identifiers.

Allow manual and unattended entry (via kiosks or driver check-in).

B. Reporting & Compliance

Generate daily, weekly, monthly, and annual reports in Excel and PDF formats.

Generate and send invoices to customers.

Meet reporting requirements for MDEQ and EPA (including waste volumes, materials, and diversion reporting).

Archive records for a minimum of 7 years.

C. Integration

Direct integration with the City of Jackson's billing and finance systems.

Cloud-based data storage and backup with secure access.

Support for data export in CSV, Excel, and PDF formats.

D. User Management & Security

Multi-user access with role-based permissions.

Secure login with password protection.

Audit trail of all user activity.

E. Hardware Compatibility

Software must be compatible with the following devices:

- Remote LED displays
- RFID or barcode readers
- Printers and kiosks
- Scale indicators and load cells