

SOLICITATION: Invitation for Bid (IFB)

SOLICITATION NUMBER: RFX #3160003534

DESCRIPTION: Statewide Courier Service

ISSUE DATE: October 01, 2020

BID CLOSING LOCATION: Mississippi State Department of Health
570 E. Woodrow Wilson
Jackson, Mississippi 39216

BID COORDINATOR: Jennifer Dotson
Telephone: 601.576.7627
Email: Jennifer.dotson@msdh.ms.gov

OPENING DATE AND TIME: November 02, 2020, 10:30 AM CST

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SECTION 1
GENERAL INSTRUCTIONS

1.1 Bid Acceptance Period

The original and two (2) copies of the bid form, three (3) copies total, shall be signed and submitted in a sealed envelope or package to 570 East Woodrow Wilson Dr, Jackson, MS 39216, no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the Mississippi State Department of Health (MSDH). Each page of the **BID FORM (Attachment B)** and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The MSDH reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the MSDH may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

Sealed bids will be considered if they are delivered electronically through the MAGIC system by the time and date set for receipt of bids.

1.1.1 Timeline

Invitation for Bid (IFB) Issue Date:	October 1, 2020, 8 AM CST
Questions to MSDH:	October 16, 2020 ,5:00 PM CST
Anticipated Posting of Written Answers to Questions:	October 20, 2020, 5:00 PM CST
Bid Package Submission Deadline/Opening:	November 2, 2020, 10:30 AM CST
Anticipated Notice of Intent to Award:	November 4, 2020, 5:00 PM CST
Anticipated Post-Award Debriefing Request Date:	November 12, 2020, 5:00 PM CST
Post Award Debriefing Held By Date:	November 16, 2020, 5:00 PM CST
Protest Deadline Date:	November 16, 2020, 2:00 PM CST

1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of bids. It must be determined by the MSDH that the late receipt was due solely to mishandling by the MSDH after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U. S.

Postal Service postmark on the wrapper or on the original receipt from the U. S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

1.2 Pre-Bid Conference (Optional) There will not be a Pre-Bid Conference.

1.3 Expenses Incurred in Preparing Bid

MSDH accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

1.4 Bid Form

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

1.4.1 Bidder Certification

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

1.5 Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

1.6 Debarment

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

1.7 Additional Information

Questions about the contract portions of the procurement document must be submitted in writing to Jennifer Dotson at Jennifer.Dotson@msdh.ms.gov. Questions concerning the technical portions of the procurement document should be directed to Jennifer Dotson at Jennifer.Dotson@msdh.ms.gov. Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied

upon unless subsequently ratified by a formal written amendment to the bid document.

1.8 Type of Contract

Compensation for services will be in the form of a firm fixed-base monthly price agreement with allowable monthly Gasoline Surcharge and/or Credit.

1.9 Written Bids

All bids shall be in writing.

SECTION 2

PURPOSE

2.1 Purpose

The MSDH is seeking to establish a contract for statewide courier services for the MSDH. It is understood that any contract resulting from RFX #3160003534 may require approval by the Public Procurement Review Board. If any contract resulting from RFX #3160003534 is not approved by the Public Procurement Review Board, it is void and no payment shall be made.

2.2 Scope of Services

The Mississippi State Department of Health requests bids be submitted for courier service to Field Locations (Regional Offices, County Health Departments, and specified Public Health Clinics/Offices) throughout the state. Also, bids are being accepted for courier service from the same Field Locations back to the MS State Department of Health Central Office in Jackson, MS.

Approx. total number of locations is 90 The location of all delivery points/locations are attached. Pickup and delivery locations are subject to occasional change, but such change will not generally affect mileage or time required for delivery. If any new/additional locations are added or if any existing locations are closed/deleted the price schedule will be adjusted accordingly.

Prospective bidders must meet the following requirements:

- a. Must currently be in operation as a licensed and bonded company in the State of Mississippi
- b. Must have home office and warehouse facilities of sufficient size for the proper sorting of mail leaving the Jackson area for statewide distribution to locations and for sorting all incoming mail for delivery to all Jackson locations.
- c. Must maintain tracking capabilities for all merchandise.
- d. Must have a fleet of cargo vans capable of pickup and delivery on a statewide basis, and all courier drivers must be licensed and bonded to operate commercial vehicles throughout the State of Mississippi.
- e. Must meet all insurance requirements as stated in Section 3, 3.1.

PICKUPS:

Pickups from the MS State Department of Health's Central Office area will be from the following locations:

- 1. Pharmacy, 3156 Lawson Street, Jackson, MS
- 2. Central Office Mail Room, 570 E. Woodrow Wilson, Jackson, MS
- 3. Public Health Laboratory, 570 E. Woodrow Wilson, Jackson, MS
- 4. Hinds County Health Department, 350 W. Woodrow Wilson, Jackson Medical Mall, Jackson, MS

Pickups are to be made on a daily basis, Monday through Friday, after 5:00 p.m. except for the Pharmacy and the Hinds County Health Department where the pickups will be made between 3:00 p.m. and 4:30

p.m. each day.

Pickups will be made after 5:00 p.m. for all Field Locations.

Also, on the last working day of each month, payroll checks are mailed to all Field Locations from the Central Office Mail Room. Our payroll checks are computer generated by the State Department of Finance and Administration, and on some occasions, we do not get our checks for sorting until late in the afternoon. Therefore, we request a 6:00 p.m. Pickup time on this day.

DELIVERY:

Deliveries from the Central Office area to Field Locations will be made Monday through Friday before 8:00 a.m. Keys will be furnished to all delivery locations. Lost keys and key cards must be reported as soon as known.

Deliveries coming from the Field Locations throughout the state on Tuesday through Friday must be made to the Central Office Mail Room not later than 7:00 a.m. on the following morning.

Deliveries specifically for the Public Health Laboratory will be delivered to the Public Health Laboratory Tuesday through Saturday not later than 7:00 a.m. In addition, all incoming mail from the Field Locations on Friday nights must be delivered to the Public Health Laboratory on Saturday mornings by 7:00 a.m.

Drivers must be licensed, bonded and any losses or damages to commodities incurred by the courier will be reimbursable to the agency not to exceed the original purchase price.

GASOLINE SURCHARGE/CREDIT

Included in this bid is a gasoline surcharge/credit of .0075 per every \$.10 increase/decrease from a base price established at the time of the bid award. The base price will be established through the utilization of AAA's fuel indicator for Jackson, MS at this time and checked monthly thereafter. For example, if AAA's fuel indicator for Jackson, MS is \$1.25 per gallon at the time of bid award and upon checking AAA fuel indicator on a monthly basis, the indicator increases to \$1.35 per gallon then .0075 surcharge will be added to the daily rate. Also, if within the next month, the AAA fuel indicator should drop to \$1.15 in any given month, then a -.0075 surcharge would be deducted from the daily rate for service. The fuel surcharge will apply throughout the duration of the contract period.

2.3 Term

The term of the contract shall be for a period of three (3) years. Upon written agreement of both parties at least 90 days prior to each contract anniversary date, the contract may be renewed by MSDH for a period of two (2) successive one-year period(s) under the same prices, terms, and conditions as in the original contract subject to approval by the PPRB. The total number of renewal years permitted shall not exceed two (2).

SECTION 3 INSURANCE

3.1 Insurance

Must have in force, Comprehensive General Liability or Professional General Liability insurance in the amount of \$1,000,000.00 of which proof must be submitted to this office by the contract start date, with the State of Mississippi, State Department of Health added as an additional insured. The successful bidder shall maintain at least the minimum level of workers' compensation insurance. Must have in force, a performance bond in the amount of the contract of which proof must be submitted to this office no later than 30 calendar days after the contract start date. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.

SECTION 4

BID SUBMISSION REQUIREMENTS

4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in RFX #3160003534, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

4.1.1 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, RFX #3160003534, as determined by MSDH.

4.1.2 Minimum Qualifications to be Deemed Responsive

The bidder must meet the requirement and criteria set forth in the Invitation for Bids in order to be deemed responsive.

These minimum qualifications are in addition to a minimum score of five (5) on the Reference Score Sheet (**Attachment E**) from reference interviews by MSDH with three (3) bidder references (for a total minimum score of fifteen (15)), as well as all other requirements of this Invitation for Bids. (See **Attachments C and E**).

4.1.3 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The MSDH reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the MSDH of non-responsiveness based on the submission of nonconforming terms and conditions.

4.1.4 Conditioning Bid Upon Other Awards

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

4.1.5 Bid Submission Format

The bid package must be sealed and must contain the following:

- Bid Cover Sheet (**Attachment A**)
- Bid Form (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

4.1.6 Responsible Bidder

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MSDH.

4.1.7 References

Each bidder must furnish a listing of at least three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MSDH will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. MSDH will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. References must be listed on **Attachment C**.

4.2 Bid Opening

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

4.3 Award

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids.

4.3.1 Notification

All participating vendors will be notified of the MSDH's intent to award a contract. In addition, the MSDH will identify the selected vendor. Notice of award is also made available to the public.

4.3.2 Contract Management

If the Contractor fails to adhere to the services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor. MSDH may elect to use the form included as **Attachment F**, Contract Discrepancy Report.

SECTION 5 POST-AWARD

5.1 Post-Award Vendor Debriefing

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of the MSDH within three (3) business days of notification of the contract award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of the MSDH in writing and identify its attorney by name, address, and telephone number. The MSDH will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114, Post Award Vendor Debriefing, of the *Office of Personal Service Contract Review Rules and Regulations*.

5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Jennifer Dotson. The protest shall be submitted on or before 5:00 p.m., October 26, 2020, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Bid Coordinator, Jennifer Dotson, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 5:00 p.m., October 26, 2020 will not be considered.

5.3 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

5.4 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

SECTION 6 CONTRACT TERMS AND CONDITIONS

6.1 Acknowledgment of Amendments. Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by

letter. The acknowledgment must be received by the MSDH by the time and at the place specified for receipt of bids.

- 6.2 Applicable Law.** The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.
- 6.3 Approval Clause.** It is understood that if this contract requires approval by the Public Procurement Review Board and/or the Mississippi Department of Finance and Administration Office of Personal Service Contract Review and this contract is not approved by the PPRB and/or OPSCR, it is void and no payment shall be made hereunder.
- 6.4 Availability of Funds.** It is expressly understood and agreed that the obligation of the MSDH to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing janitorial of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the MSDH, the MSDH shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the MSDH of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
- 6.5 Certification of Independent Price Determination.** The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.
- 6.6 Compliance with Laws.** Contractor understands that the MSDH is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
- 6.7 E-Payment.** Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305 *et seq.*

- 6.8 E-Verification.** If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:
- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
 - b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
 - c. both. In the event of such cancellations/termination, Contractor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit to do business in the State.
- 6.9 Failure to Deliver.** In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.
- 6.10 Force Majeure.** Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.
- 6.11 Indemnification.** To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against

all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.

6.12 Independent Contractor Status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.

6.13 Modification or Renegotiation. This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.

6.14 Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:
Jennifer Dotson, Director Support Services
MS State Department of Health
570 E Woodrow Wilson
Jackson, MS 39216

For Contractor:

6.15 Paymode. Payments by state agencies using the State's accounting system shall be made and

remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

6.16 Price Adjustment.

- a. *Price Adjustment Methods.* Any adjustments in contract price, pursuant to a clause in this contract, shall be made in one of the following ways:
 - i. by agreement on a fixed price adjustment before commencement of the additional performance;
 - ii. by unit prices specified in the contract;
 - iii. by the costs attributable to the event or situation covered by the clause, plus appropriate profit or fee, all as specified in the contract; or,
 - iv. by the price escalation clause.
- b. *Submission of Cost or Pricing Data.* Contractor shall provide cost or pricing data for any price adjustments subject to the provisions of Section 3-403 (Cost or Pricing Data) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

6.17 Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, MS 39201 for inspection, or downloadable at <http://www.dfa.ms.gov>.

6.18 Prospective Contractor's Representation Regarding Contingent Fees. The prospective Contractor represents as a part of such Contractor's bid or proposal that such Contractor has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

6.19 Representation Regarding Contingent Fees. Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid or proposal.

6.20 Representation Regarding Gratuities. The bidder, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

6.21 Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

6.22 Stop Work Order.

- a. *Order to Stop Work:* The Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Procurement Officer shall either:
 - i. cancel the stop work order; or,
 - ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
- b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:
 - i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
 - ii. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c. *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.
- d. *Adjustments of Price:* Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

6.23 Termination for Convenience.

- a. *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

6.24 Termination for Default.

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.
- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
- d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one (1) or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled in fixed-price contracts, "Termination for Convenience". (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
- e. *Erroneous Termination for Default.* If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed

Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.

- f. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

6.25 Termination Upon Bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

6.26 Trade Secrets, Commercial and Financial Information. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

6.27 Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79- 23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.

SECTION 7 ATTACHMENTS

7.1 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

BID COVERSHEET

ATTACHEMENT A

REX #3160003534

Statewide Courier Services

Mississippi State Department of Health

The MSDH is seeking to establish a contract for statewide courier services for the MSDH. Bids are to be submitted online in MAGIC or by paper submission, on or before October 1, 2020 at 10:30 AM CST.

PLEASE MARK YOUR ENVELOPE:

RFX #3160003534
STATEWIDE COURIER SERVICES FOR MISSISSIPPI STATE DEPARTMENT OF HEALTH
Opening Date: November 02, 2020, 10:30 AM CST
Mississippi State Department of Health
ATTN: Jennifer Dotson
570 E Woodrow Wilson Dr
Suite 134 Underwood Building
Jackson, MS 39216

SEALED BID – DO NOT OPEN

Company Name: _____

Quoted by: _____

Signature: _____

Address: _____

(Street/P.O. Box)

(City)

(State)

(Zip Code)

Company Representative: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

If your company is not physically located in the region, how will you supply professional services to the agency? _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. _____

For how many customers has your company provided courier services in the past two (2) years? Please include the dates and the annual amount of the billing to each customer.

What is the largest customer your company has provided courier services for in the past two (2) years? Please include the annual amount of the billing. _____

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. _____

RFX #3160003534 STATEWIDE COURIER SERVICES FOR MISSISSIPPI STATE DEPARTMENT OF HEALTH

Company	Company Representative	Telephone

The pricing quoted must be inclusive of, but not limited to the following:

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- Any and all other costs associated with performing the services

The pricing must include ALL associated costs with no additional or hidden fees.

Daily rate for each location from the MS State Department of Health
 Central Office location to all field locations \$ _____

Daily rate from all field locations to the MS State Department of Health
 Central Office location \$ _____

MSDH reserves the right to award contract based on either of the following two options:

Option 1 – Total charges for delivery/pickup to/from all Field Locations utilizing a standard five (5) day work week

Option 2 – Total charges for delivery/pickup to/from all Field Locations utilizing number of days of operation per week

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, RFX #3160003534, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, RFX #3160003534, and the attachments herein;

3. That the company agrees to all provisions of this Invitation for Bids, RFX #3160003534 and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**; and
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

Printed Name: _____

Signature/Date: _____

RFX #3160003534 Statewide Courier Services for MSDH

Reference 1

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Email _____

Reference 2

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Email _____

Reference 3

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Email _____

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The MSDH will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. See Section 4.1.7 of this Invitation for Bids.

RFX #3160003534 Statewide Courier Services for MSDH

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

1. REPRESENTATION REGARDING CONTINGENT FEES

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor’s bid.

2. REPRESENTATION REGARDING GRATUITIES

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 9.105 (Gratuities) of the Mississippi Procurement Manual.

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation **have/have not** been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate price.

4. PROSPECTIVE CONTRACTOR’S REPRESENTATION REGARDING CONTINGENT FEES

The prospective Contractor represents as a part of such Contractor’s bid that such Contractor **has/has not** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Name/Title: _____

Signature/Date: _____

Note: Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.**

RFX #3160003534 Statewide Courier Services for MSDH

COMPLETED BY MSDH ONLY

Bidder Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

Able to provide courier services when you called?	Yes	No
Satisfied with the courier services provided? If no, please explain.	Yes	No
Vendor easy to work with in scheduling courier services?	Yes	No
Were the courier services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each "yes" is 1 point; each "no" is 0 point(s). Bidder must have a minimum score of "5" from three (3) references (total of "15" points) to be considered responsible and for its bid to be considered.

Score: _____

Do you have any business, professional or personal interest in the bidder's organization? If yes, please explain.	Yes	No
-------------------------------------------------------------------------------------------------------------------	-----	----

Called by: _____

Notes: _____

RFX #3160003534 Statewide Courier Services for MSDH

Courier services for: _____

Date and Time of Service: _____

Report Date: _____

Discrepancy or Problem: (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

Name: _____ Signature: _____ Date: _____

Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence: (Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

Name: _____ Signature: _____ Date: _____

Contracting Agency Evaluation and Action: (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

Name: _____ Signature: _____ Date: _____

NORTHERN PUBLIC HEALTH REGION
532 S. CHURCH STREET – POST OFFICE BOX 199
TUPELO, MS 38802
Telephone: 662.841.9015 Facsimile: 662.841.9142

County Health Departments	Days Open	Address	Telephone	Facsimile
Alcorn – (AL/902)	M, T, W, Th, F	3706 JoAnn Drive Corinth, MS 38834	662.287.6121	662.287.6922
Bolivar – (BO/906)	T, W, Th, F	711 3rd Street P.O. Box 550 Cleveland, MS 38732	662.843.2706	662.846.0225
Calhoun – (CA/907)	M, T, W, Th, F	235 S. Murphree Street P.O. Box 59 Pittsboro, MS 38951	662.412.3260	662.412.3262
Carroll – (CR/908)	T, Th Hrs. open 8:30 – 4:30	7225 MS Hwy 17 Suite A/P.O. Box 87 Carrollton, MS 38947	662.237.9224	662.237.9354
Chickasaw – (CH/909)	M, T, W, Th, F	332 N. Jefferson Street Houston, MS 38851	662.456.3737	662.456.5585
Chickasaw – (CO/909) (Okolona)	W, Th	325 W. Main Street P.O. Box 47 Okolona, MS 38860	662.447.5492	662.447.5166
Clay – (CY/913)	M, Th Hrs. open 8:00 – 5:00 WIC - M, W, Th, F	138 S. Division Street Post Office Box 331 West Point, MS 39773	662.494.4514	662.494.1091
Coahoma (CM/914)	M, T, Th, F	1850 Cheryl Street Clarksdale, MS 38614	662.624.8316	662.624.2081
Desoto – (DE/917) (Hernando)	M, T, W, Th, F	3212 Hwy 51 South, Ste A Hernando, MS 38632	662.429.9814	662.429.2169
Desoto – (DH/917) (Southaven)	M, T, W, Th, F	8705 Northwest Drive Building A, Suite 1 Southaven, MS 38671	662.393.2775	662.393.2819
Desoto – (DO/917) (Olive Branch)	M, T, W, Th, F	6569 Cockrum Street Bldg A Suite 2 Olive Branch, 38654	662.895.3090	662.895.2939
Grenada – (GA/922)	M, W, Th, F	1240 Fairground Rd. Ste A Grenada, MS 38901	662.226.3711	662.227.1168
Itawamba – (IT/929)	M, Th, F	110 Crane Street P.O. Box 626 Fulton, MS 38843	662.862.3710	662.862.4988
Lafayette – (LY/936)	M, W, F WIC - T, Th	72 F.D. Buddy East Pkwy Bldg 3 Suite 100 P.O. Box 1395 Oxford, MS 38655	662.234.5231	662.234.7428

County Health Departments	Days Open	Address	Telephone	Facsimile
Lee – (LE/941)	M, T, W, Th, F	532 S. Church Street P.O. Box 408 Tupelo, MS 38804	662.841.9096	662.841.9121
Leflore – (LF/942)	M, T, W, Th, F	2600 Browning Road Greenwood, MS 38930	662.453.0284	662.459.9797
Marshall – (ML/947)	T, W, Th WIC - F	225 S. Market Street P.O. Box 340 Holly Springs, MS 38635	662.252.4621	662.252.7806
Monroe – (MA/948) (Amory)	M, T, Th, F Hrs. open 8:00 – 5:00	1300 Hwy 25 South P.O. Box 629 Amory, MS 38821	662.256.5341	662.256.4526
Monroe – (MN/948) (Aberdeen)	T, W, Th, Hrs. open 8:00 – 5:00	302 South Chestnut Street Aberdeen, MS 39730	662.369.8132	662.369.4055
Montgomery (MT/949)	M, T, W, F Hrs. open 8:00 – 5:00	707 Alberta Drive Winona, MS 38967	662.283.3655	662.283.2528
Panola (PN/954)	T, W, Th, F	381 Hwy 51 South Batesville, MS 38606	662.563.4616	662.563.6304
Pontotoc (PT/958)	M, T, W, Th, F	341 Ridge Drive P.O. Box 1148 Pontotoc, MS 38863	662.489.1241	662.489.7181
Prentiss (PE/959)	M, T, W, Th, F	615 East Parker Drive Booneville, MS 38829	662.728.3518	662.728.2005
Quitman (QU/960)	M, Th Hrs. open 8:30 – 4:30	235 Chestnut Street Marks, 38646	662.326.2861	662.326.3993
Sunflower (SU/967) (Indianola)	M, T, W, Th	227 MLK Drive P.O. Box 310 Indianola, MS 38751	662.887.4951	662.887.4999
Sunflower (SR/967) (Ruleville)	M, F	110 E. Floyce Street P.O. Box 476 Ruleville, MS 38771	662.756.4881	662.756.2030
Tallahatchie (TL/968) (Charleston)	M, W, Th, F Closed 1 st , 3 rd , 5 th Wed. Closed 1 st Thurs. Closed 2 nd , 4 th Fri.	216 Pleasant Street P.O. Box 10 Charleston, MS 38921	662.647.3404	662.647.2689
Tallahatchie (TS/968) (Sumner)	T, W, F Closed 2 nd , 4 th Wed. Closed 2 nd , 3 rd , 4 th , 5 th Thurs. Closed 1 st , 3 rd , 5 th Fri.	142 Jailhouse Street P.O. Box 143 Sumner, MS 38957	662.375.8345	662.375.7424
Tate (TA/969)	M, Th, F	100 Preston McKay Drive Senatobia, MS 38668	662.562.4428	662.562.0654
Tunica (TU/972)	T, W	2073 Hwy 61 North Tunica, MS 38676	662.363.2166	662.363.6673
Tippah (TI/970)	M, T, W	129 Hospital Street Ripley, MS 38663	662.837.3215	662.837.9480
Tishomingo (TO/971)	T, W, Th	1508 Bettydale Drive Iuka, MS 38852	662.423.6100	662.423.1582
Union (UN/973)	W, Th, F WIC – M, T, W, Th, F	252 Carter Avenue New Albany, MS 38652	662.534.1926	662.534.1928
Webster (WE/978)	T, W, F	57 Government Avenue Eupora, MS 39744	662.258.3761	662.258.3150
Yalobusha (YW/981)	M, T, Th	645 S. Main Street Water Valley, MS 38965	662.473.1424	662.473.2084

Northern Region Greenwood
701 Yalobusha Street
Greenwood, MS 38930
Telephone: 662.453.4563
Facsimile: 662.453.4592

Delta Health Collaborative Health
522 W. Park Avenue Suite P
Greenwood, MS 38930
Telephone: 662.455.1344

CENTRAL PUBLIC HEALTH REGION

County Health Departments	Days Open	Address	Telephone	Facsimile
Attala (AT/904)	M, T, W, Th, F	999 Martin Luther King Jr, Dr. Kosciusko, MS 39090	662.289.2351	662.289.2387
Choctaw (CW/910)	T, Th	123 Chester Street P. O. Box 400 Ackerman, MS 39735	662.285.6213	662.285.6068
Claiborne (CL/911)	M, W, F	902 South Market Street Port Gibson, MS 39150	601.437.5184	601.437.5697
Clarke (CK/912)	T, Th, F	426 W. Donald Street Quitman, MS 39355	601.776.2149	601.776.5029
Copiah (CP/915)	M, W, F	640 Georgetown Street Hazlehurst, MS 39083	601.894.2271	601.894.3224
Holmes (HO/926)	M, T, W, Th, F	22545 Depot Street Lexington, MS 39095	662.834.3142	662.834.4906
Humphreys (HY/927)	M, W	16463 Hwy 49N #B P.O. Box 118 Belzoni, MS 39038	662.247.1861	662.247.9957
Jasper (JS/931)	M, T, W, Th	2761 Hwy 15 P.O. Drawer K Bay Springs, MS 39422	601.764.2419	601.764.2585
Kemper (KE/935)	M, W,	14431 Hwy. 16 West P.O. Box 96 DeKalb, MS 39328	601.743.5865	601.743.9964
Lauderdale (LU/938)	M, T, W, Th, F	5224 Vally Street P.O. Box 4419 Meridian, MS 39307	601.693.2451	601.484.5013
Leake (LK/940)	M, T, Th, F	300 CO Brooks Street P.O. Box 573 Carthage, MS 39051	601.267.3072	601.267.6277
Lowndes (LO/944)	M, T, W, Th, F	801 N. Lehberg Road Columbus, MS 39702	662.328.6091	662.328.7355

County Health Departments	Days Open	Address	Telephone	Facsimile
Madison (MD/945)	M, W, F	309 Park Drive Canton, MS 39046	601.859.3316	601.859.0324
Neshoba (NS/950)	M, T, W, F	1014 Holland Avenue P.O. Box 486 Philadelphia, MS 39350	601.656.4371	601.656.0492
Newton (NW/951)	M, W, Th, F	15776 Hwy 15 P.O. Box 218 Decatur, MS 39327	601.635.2337	601.635.4016
Noxubee (NX/952)	M, T, W, Th, F	5931 Pearl Street Macon, MS 39341	662.726.4451	662.726.5392
Oktibbeha (OK/953)	M, T, W, Th, F	203 Yates Street Starkville, MS 39759	662.323.4565	662.323.2667
Rankin (RA/961)	M, T, W, Th, F	401 Parkway Drive P.O. Box 6037 Pearl, MS 39208	601.420.4959	601.420.4047
Scott (ST/962)	M, T, W, Th, F	519 Airport Road P.O. Box 429 Forest, MS 39074	601.469.4941	601.469.3526
Sharkey Issaquena/(SY/928)	T, Th	297 W. Race Street Rolling Fork, MS 39159	662.873.6202	662.873.6929
Simpson (SP/964)	T, Th	P.O. Box 367 Magee, MS 39111 2789 Simpson Hwy 49 Mendenhall, MS 39114	601.847.2755	601.847.2670
Smith (SH/965)	M, W, F	353 - A Hwy 37 P.O. Box 305 Raleigh, MS 39153	601.782.4472	601.782.9619
Warren (WR/975)	M, T, W, Th, F	807 Monroe Street Vicksburg, MS 39180	601.636.4356	601.636.8557
Washington (WS/976)	M, T, W, Th, F	1633 Hospital Street Greenville, MS 38703	662.332.8177	662.378.2620
Winston (WT/980)	M, T, W, Th, F	95 Vance Street P.O. Box 525 Louisville, MS 39339	662.773.8087	662.773.8830
Yazoo (YZ/982)	T, Th	230 E. Broadway Street Yazoo City, MS 39194	662.746.3713	662.746.1033

SOUTHERN PUBLIC HEALTH REGION
1141 Bayview Avenue, Suite 102
Biloxi, MS 39530
Telephone: 228.436.6770 Facsimile: 228.436.6781

County Health Departments	Days Open	Address	Telephone	Facsimile
Adams (AD/901)	M, T, W, Th, F	415 Hwy 61 North Natchez, MS 39120	601.445.4601	601.442.8532
Amite (AM/903)	T, Th, F	1000 Irene Street P.O. Box 209 Liberty, MS 39645	601.657.8351	601.657.9131
Covington (CN/916)	M, W, Th, F	600 S Arrington Avenue P.O. Box 940 Collins, MS 39428	601.765.4291	601.765.2888
Forrest (FT/918)	M, T, W, Th, F	5008 Old Hwy 42 Hattiesburg, MS 39401	601.583.0291	601.584.4057
Franklin (FR/919)	T, Th	140 W Hill Road P.O. Box 99 Bude, MS 39630	601.384.5871	601.384.3958
George (GE/920)	M, T, W, Th, F	166 West Ratliff Street Lucedale, MS 39452	601.947.4217	601.947.1420
Greene (GR/921)	M, W	1799 S. Davis Street P.O. Box 130 Leakesville, MS 39451	601.394.2389	601.394.5294
Hancock (HA/923)	M, T, W, Th, F	856 Hwy 90/Suite A Bay St. Louis, MS 39520	228.467.4510	228.466.6227
Harrison (HS/924)	M, T, W, Th, F	1102 45 th Avenue Gulfport, MS 39501	228.863.1036	228.864.6084
Jackson (JA/930)	M, T, W, Th, F	4600 Vega Street P.O. Box 1366 Pascagoula, MS 39581	228.762.1117	228.762.5934
Jefferson (JE/932)	M, W, F	700 Main Street P.O. Box 446 Fayette, MS 39069	601.786.3061	601.786.3380
Jeff Davis (JD/933)	T, W, Th	1185 - A N. Frontage Road P.O. Box 517 Prentiss, MS 39474	601.792.5135	601.792.8916
Jones (JN/934)	M, T, W, Th, F	5168 Hwy 11 North Ellisville, MS 39437	601.426.3258	601.425.1080
Lamar (LA/937)	M, T, Th	207 Main Street P.O. Box 846 Purvis, MS 39475	601.794.1055	601.794.8796
Lawrence (LW/939)	T, Th	1230 Nola Road P.O. Box 246 Monticello, MS 39654	601.587.2561	601.587.0595

County Health Departments	Days Open	Address	Telephone	Facsimile
Lincoln (LN/943)	M, T, W, Th, F	1212 Northpark Ln NE P.O. Box 630 Brookhaven, MS 39602	601.833.3314	601.833.5150
Marion (MR/946)	T, W, F	908 Sumrall Road P.O. Box 269 Columbia, MS 39429	601.736.2676	601.731.2417
Pearl River (PR/955)	M, T, W, Th, F	7547 Hwy 11 North Carriere, MS 39426	601.798.6212	601.799.2421
Perry (PY/956)	T, F	102 Main Street P.O. Box 126 New Augusta, MS 39462	601.964.3288	601.964.3287
Pike (PK/957)	M, T, W, Th, F	114 E. Presley Blvd P.O. Box 645 McComb, MS 39648	601.684.1030	601.684.5999
Stone (SN/966)	M, T, W, Th, F	1510 Central Ave. East Wiggins, MS 39577	601.928.5293	601.928.6450
Walthall (WA/974)	M, W, F	903 Union Road Tylertown, MS 39667	601.876.4924	601.876.9137
Wayne (WY/977)	M, W, Th, F	1100 - A Cedar Street Waynesboro, MS 39367	601.735.2351	601.735.4586
Wilkinson (WK/979)	M, W, F	991 1 st South Street P.O. Box 398 Woodville, MS 39669	601.888.4202	601.888.4299

Southern Region Office – Hattiesburg
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Hattiesburg, MS 39401
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