

**Request for Quotations (RFQ):**

One (1) Full-Size SUV

**Issued by:** Mississippi Gulf Coast Regional Convention and Visitors Bureau  
d/b/a Coastal Mississippi

**Contact:** Duncan Ing, Executive Administrator

**Date Issued:** May 15, 2024

**Response Deadline:** June 3, 2024 5:00 PM

**Introduction:**

The Mississippi Gulf Coast Regional Convention and Visitors Bureau d/b/a Coastal Mississippi, herein “Bureau,” is a political subdivision of the state of Mississippi formed by House Bill 1716, 2013, Local and Private Laws of Mississippi. As such, the Bureau is a tax-exempt entity and must perform procurement in compliance with the laws, rules, and regulations of the state of Mississippi. The Bureau’s Standard Terms and Conditions for RFQs utilizing the reverse auction process are incorporated herein by reference and may be viewed on the Bureau’s website at [www.coastalmississippi.com](http://www.coastalmississippi.com) or Central Bidding’s website at [www.centralbidding.com](http://www.centralbidding.com).

**Process:**

This RFQ process will consist of two (2) parts. First, this RFQ will be released to the public by publication in a newspaper of general circulation, publication on the Bureau’s website listed hereinabove, and Official Bid Documents are available at Central Bidding ([www.centralbidding.com](http://www.centralbidding.com)). Electronic Bids may be submitted at Central Bidding ([www.centralbidding.com](http://www.centralbidding.com)). For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814. Central Bidding will receive all bids, which will then be reviewed by the Bureau on June 4-9, 2024, to ensure bids comply with vehicle specifications. Once bids have been reviewed, the Bureau will notify all bidders as to their status (satisfactory or unsatisfactory) by 5:00 PM on June 10, 2024. Satisfactory bidders are bidders whose bid complies with the specifications required herein. Satisfactory bidders will be sent an email from Central Bidding informing them that they have been approved to participate in the reverse auction process. The reverse auction process is the second step of this procurement. Satisfactory bidders will log in to Central Bidding on the specified date and time (that will be established in the email sent to satisfactory bidders) and will be able to enter bids in the same manner as a standard auction, with the price decreasing instead of increasing. The lowest and most advantageous bid to the Bureau will be awarded a purchase contract pending approval from the

Bureau's Board of Commissioners. Questions regarding the reverse auction process should be directed to Central Bidding at the phone number listed hereinabove.

**Questions:**

Questions regarding this RFQ must be submitted to Duncan Ing, Executive Administrator, at [duncan@coastalmississippi.com](mailto:duncan@coastalmississippi.com) no later than May 24, 2024. All questions will be answered in toto on the Bureau's website listed hereinabove by 5:00 PM on May 29, 2024.

**Scope:**

The Bureau is seeking to purchase one (1) full-size SUV to bring into favorable notice the opportunities, possibilities, and tourism resources of Coastal Mississippi. The Bureau hosts various media, travels for trade shows and conventions, and travels for site visits. This requires a vehicle that can hold no less than six (6) persons while having ample room for cargo storage. Detailed specifications may be found in the "Vehicle Specifications" section hereinbelow. The not-to-exceed amount for this vehicle is \$68,000. Note: The exact pricing for the vehicle should not be included in the bid, as that will be determined during the reverse auction process.

**Vehicle Specifications:**

- ❑ **Model Year:** 2024
- ❑ **Make and Model:** No specific make and model are required, but the vehicle must be a full-size SUV. The size should be comparable to that of a Ford Expedition, Chevy Suburban, or similar make and model.
- ❑ **Trim Level:** None preferred.
- ❑ **Engine Type:** Factory.
- ❑ **Transmission:** Automatic
- ❑ **Drivetrain:** Rear wheel drive, or four-wheel drive.
- ❑ **Fuel Economy:** Minimum 14 MPG combined.
- ❑ **Towing Capacity:** None required.
- ❑ **Seating Capacity:** Three-row seating with capacity for a minimum of six (6) passengers (including driver).

**Interior Features:**

- ❑ **Upholstery:** Leather preferred but not required.
- ❑ **Audio System:** Hands-free calling is required.
- ❑ **Navigation System:** Built-in Navigation System is preferred but not required.
- ❑ **Climate Control:** No preference, but must have standard heat/AC/defrost capabilities.
- ❑ **Safety Features:** Standard safety features and a backup camera are required.
- ❑ **Comfort Features:** Power adjustable seats.

**Exterior Features:**

- ❑ **Paint Color:** White preferred, no red or black.
- ❑ **Wheel Size and Type:** Factory
- ❑ **Tires:** Factory
- ❑ **Towing Package:** None required.
- ❑ **Roof Rack:** None required.

**Additional Requirements and Notes:**

- ❑ **Warranty:** Manufacturer's warranty.
- ❑ **Maintenance Package:** Preferred but not required.
- ❑ **Delivery Terms:** The vehicle must be delivered to the Bureau's physical address: 2350 Beach Blvd. Ste. A Biloxi, MS 39531.
- ❑ **Payment Terms:** Payment will be via check for the full purchase amount.
- ❑ **Tax Exempt:** The Bureau is a tax-exempt governmental entity pursuant to Miss. Code Ann. §27-65-105(a).
- ❑ **Pricing:** Not to exceed \$68,000; actual pricing will be determined during the reverse auction process.

**Bid Submission:**

Bids must be received by Central Bidding no later than 5:00 PM on June 3, 2024. The Bureau reserves the right to refuse any and all bids received after the prescribed date and time set forth herein.

**Award:**

The bidder with the lowest and most advantageous bid to the Bureau based on the reverse auction results will be selected to enter into a purchase agreement with the Bureau, subject to approval by the Bureau's Board of Commissioners at the regularly scheduled monthly meeting on June 27, 2023.