Agenda Item 2015-052

April 8, 2015

Mayor Thomas E. Schafer, IV
City of Diamondhead
5000 Diamondhead Circle
Diamondhead Ms 39525

Re: Cruisin' The Coast 2015

Dear Mayor Schafer:

The following proposal defines the agreement between Cruisin' The Coast (CTC) and the City of Diamondhead for the event, Blessing of the Classics, to be held Wednesday, October 7, from 3 P.M. – 6 P.M.

City of Diamondhead will provide:

- Event fee of $4,000
- Volunteers to staff the event
- Traffic control
- Port-o-lets
- Signage
- Liaison between City and CTC.

Cruisin' The Coast will provide:

- Promotion of the event in all printed materials and website.
- Direct marketing to CTC auto registrants via insert into our official registration packet. (Printing of 8,200 flyers will be at Diamondhead's cost. Flyers to be delivered to CTC by September 1.)
- 10 tickets to the Kickoff Sponsor Party to be held Monday evening, October 5.
- 10 Sponsor T-shirts

General:

- Outside vendors, not associated with a local merchant will be liable for state sales tax. Each vendor will be responsible for submitting the appropriate state reporting form. The City of Diamondhead is responsible for any sales tax issue arising from the event.

- ET Motorgear is the official apparel vendor of Cruisin' The Coast, other vending of this type is not permitted.
- Additional events, give away items or special promotions must be approved by Cruisin' The Coast.
- All media releases, press conferences, and any collateral materials promoting the event must be approved in advance by CTC. CTC must approve any advertisements by sponsors of event. CTC is a registered trademark and any use of the CTC logo and the words "Cruisin" The Coast" must be approved by CTC.
- The City of Diamondhead will obtain appropriate liability insurance and list CTC as an additional insured.

If this proposal reflects your understanding of our agreement, please sign both copies and return one to me at P.O. Box 424, Biloxi MS 39533.

Representative of CTC	Representative of City of Diamondhead
_____	_____
Signature	Signature
Sherwin R Bailey, Jr.	_____
Print Name	Print Name
Vice Chair & Exec. Dir	_____
Title	Title
4/8/15	_____
Date	Date

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00 11 13 – ADVERTISEMENT FOR BIDS

Sealed bids for the construction of "**ADA IMPROVEMENTS TO DIAMONDHEAD CITY HALL**" located in Diamondhead, in conjunction with CDBG Project No. 1131-14-432-PF-01 will be received by the City of Diamondhead at the City Hall Council Chambers, located at 5000 Diamondhead Circle, Diamondhead, Mississippi until 2:00 P.M., **Thursday June 4, 2015**, and then publicly opened and read aloud. Single stipulated sum bids will be received for all work required by the Contract Documents in accordance with the Instructions to Bidders.

A Pre-Bid Conference shall be held at 10:00 am on Tuesday May 19, 2015, at the Diamondhead City Hall Council Chambers, located at 5000 Diamondhead Circle.

Single stipulated lump sum bids will be received for all work required by the Contract Documents in accordance with the Instructions to Bidders. The City intends to award a Contract to the lowest and best Bidder within allocated funds, based on the sum of the base bid plus accepted alternates, if any.

Instructions to Bidders, Form of Bid, Form of Contract, Form of Contract Bond, Drawings, Specifications and other Contract Documents may be examined at the following locations:

1. Office of the Architect, Eley Guild Hardy Architects, P.A., 1091 Tommy Munro Drive, Biloxi, MS 39532
2. ABC Plan Room, Jackson, Mississippi.
3. AGC Plan Room, Jackson, Mississippi.
4. Reed Construction Data, Norcross, Georgia.
5. McGraw-Hill Construction News Network
6. Builder's Exchange, Memphis, TN

Copies may be obtained in Adobe PDF® format for a non-refundable fee of $50.00 per disk. Fee will be waived for ABC/AGC members. Hard copies of Drawings and Project Manual are available upon request for a non-refundable fee of $350.00.

All proposals must be on file with the City prior to the opening time as stated above. All proposals must be sealed and clearly marked on the outside of the envelope as indicated ***"ADA Improvements to Diamondhead City Hall" on {bidder to insert date and time here}".*** Envelopes not so marked are submitted at the risk of the Bidder and the City assumes no responsibility for the premature opening of same by any City employee.

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events") which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the bid opening shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the bid opening as set forth herein. The agency shall not be held responsible for the receipt of any bids for which delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the agency prior to the new date and time of the bid opening.

The Owner expressly reserves the right to accept or reject any or all bids or any part of any or all bids based on a lowest and best bid determination. If the Bid documents request separate bids on phases or items of a project, the Owner reserves the right to accept or reject any of all bids or

any part of any or all bids based on a lowest and best bid determination on each phase of item for which a separate bid is requested.

Each bidder must deposit with his bid, security in the amount, form and subject to the conditions provided in the Instructions to Bidders. Performance and Payment Bonds will be required from the successful bidder. Bidders shall comply with laws of the State of Mississippi requiring Certificate of Responsibility.

Resident contractors shall, in accordance with laws of the State of Mississippi, be granted preference over non-residents in the award of this contract in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident. A non-resident contractor shall attach to his proposal a copy of his resident state's current law pertaining to such state's treatment of non-resident contractors.

The successful bidder must adhere to the Owner's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap. No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof.

This project is funded in whole or in part by Community Development Block Grant funds provided by the Mississippi Development Authority, Community Services Division from the U.S. Department of Housing and Urban Development. All local, state, and federal special conditions will apply.

Section 3 of the Housing and Urban Community Development Act 1968, as amended (12 U.S.C. 1701u) is intended to ensure, **to the greatest extent feasible**, that training and employment opportunities generated by the U.S. Department of Housing and Urban Development projects be given to low income residents of the Section 3 project area and preference be given to qualified Section 3 Business concerns for work in connection with projects funded in whole or in part with U.S. Department of Housing and Urban Development funds, provided the Section 3 Business meets all of the criteria set forth in the Code of Federal Regulations Part 135 and all subparts thereof. The designated Section 3 area for this project is the City of Diamondhead, Hancock County, Mississippi.

A Section 3 resident is defined as: (1) A public housing resident; or (2) An individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended, and who is a low or very low-income person, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2).

A Section 3 business concern is defined as:

1. That is 51 percent or more owned by Section 3 residents within the geographical area of the City of Diamondhead, Hancock County; or
2. Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
3. That provides evidence of a commitment to by contract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "Section 3 business concern".

Minority Business and Women's Business Utilization Requirements:
Positive efforts as required by the Community Development Block Grant (CDBG) Program shall be made by BIDDERS to utilize minority-owned and women-owned businesses as sources of construction, materials, supplies and services. Such efforts must allow these sources the maximum feasible opportunity to compete for sub-agreements and contracts. Documentation of efforts made to utilize minority and women-owned firms must be maintained by all BIDDERS.

Order by the City Council of Diamondhead this the 5th day of May, 2015.

Kristin Ventura
City Clerk
City of Diamondhead

Publish: Wednesday, May 6, 2015
Wednesday, May 13, 2015