

MISSISSIPPI FORESTRY COMMISSION
660 North Street, Suite 300
Jackson, MS 39202

RFx Number: 3160002684

SMART RFx NUMBER: 1451-19-R-IFBD-00001

Invitation for Bids

The Mississippi Forestry Commission is requesting sealed bids at its office at 660 North St. Suite 300, Purchasing Department, Jackson, MS 39202 for the following items:

Forest Entomologist Services

Responses may be received electronically at <http://portal.magic.ms.gov> or via sealed envelopes at the Mississippi Forestry Commission, 660 North St., Suite 300, Purchasing Department, Jackson, MS 39202 until 2:00 p.m. Tuesday, January 22, 2018.

For non-registered vendors needing assistance to register in MAGIC, contact the MAGIC Help Desk at (601) 359-1343.

Instruction on how to be set up in Magic is on Page 2 of the solicitation.

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Forest Entomologist Services

INSTRUCTIONS ON HOW TO SIGN UP FOR MAGIC

To register in MAGIC as a vendor, here are the steps:

www.dfa.ms.gov

Direct Links

Vendor Services

MAGIC Vendor Services

State of Mississippi Supplier Registration – complete and submit online. If you need help with the product code just give me a call.

To register for Paymode (Direct Deposit/EFT), here are the steps:

www.dfa.ms.gov

Direct Links

Vendor Services

Paymode – join now (requires an email and password) – complete and submit online. The vendor has to complete this because it pertains to their banking information and no one at Forestry is to assist the vendor.

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GENERAL BID CONDITIONS:

ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH ALL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY THIS OFFICE WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL BIDDERS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.

1. PREPARATION OF BIDS

1.1 Bids and/or Quotes may be submitted through the State of Mississippi's e-procurement system (MAGIC) or in person to the Mississippi Forestry Commission. Paper bids are allowed. All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing bid.

1.2 To submit bids electronically, bidders must ensure they are registered in the MAGIC system and have received a login, password, and supplier number and that all technical requirements have been met.

1.3 If a bidder is unwilling or unable to participate through MAGIC, a Mississippi Forestry Commission representative can enter the Vendor's bid(s) manually (i.e. Surrogate bidding).

1.4 Bidders participating in person by surrogate bidding must so indicate in their response to the initial IFB.

1.5 Failure to examine any drawings, specifications, and instruction will be at bidder's risk.

1.6 Price each item separately. Unit prices shall be shown. Bid prices must be net.

1.7 It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the bidder.

1.8 Bidders must furnish all information requested in the bid specifications. Further, when required each bidder must submit for bid evaluation cuts, sketches, descriptive literature and technical specifications covering the product offered. Reference to literature submitted with a previous bid or on file with the Mississippi Forestry Commission will not satisfy this provision.

1.9 Samples of items, when requested, must be furnished free of expense, and if not destroyed in testing will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, State of Mississippi commodity number, bid number and item reference.

1.10 Time of performance. The number of calendar days in which delivery will be made after receipt of order shall be indicated in the bid specifications.

2. SUBMISSION OF BIDS

2.1 When submitting a bid electronically, the authorized signature may be typed or be an electronic signature.

2.2 Bids and modifications or corrections received after the closing time specified will not be considered.

2.3 When submitting the response to the IFB in MAGIC, bidder must ensure all questions have been answered within the IFB and all proposed items in bid have a response.

2.4 Bidders submitting paper responses should submit responses to the Mississippi Forestry Commission by the response deadline.

3. ACCEPTANCE OF BIDS

3.1 The Mississippi Forestry Commission reserves the right to reject any and all bids, to waive any informality in bids and unless otherwise specified by the bidders, to accept any items on the bid. The Mississippi Forestry Commission reserves the right to modify or cancel in whole or in part any Invitation for Bids.

If a bidder fails to state the time within which a bid must be accepted, it is understood and agreed that the Mississippi Forestry Commission shall have 60 days to accept.

4. AWARD

4.1 Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, the Mississippi Forestry Commission reserves the right to determine the low bidder either on the basis of the individual item(s) or on the basis of all items included in its Invitation for Bids, or as expressly provided in the Mississippi Forestry Commission Invitation for Bids.

4.2 Unless the bidder specified otherwise in the bid, the Mississippi Forestry Commission may accept any item or group of items of any kind.

4.3 A written purchase order or contract award furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall consist solely of these General Conditions, the Instructions and Special Conditions, the successful bidder's bid, and the written purchase order or contract award. The contract shall not be assignable in whole or in part without the written consent of the Mississippi Forestry Commission.

5. INSPECTION

5.1 Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification or rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Mississippi Forestry Commission or any subdivision thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment therefore may be made at a proper reduction in price.

6. TAXES

6.1 The State is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Exemption certificates will be furnished upon request.

7. BIDDERS

7.1 Bidding by state employees is prohibited. It is unlawful for any state official or employee to bid on, or sell, or offer for sale, any merchandise equipment or material, or similar commodity to the State of Mississippi during the tenure of his or her office or employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the State.

8. BID INFORMATION

8.1 Bid information and documents may be examined pursuant to the Mississippi Public Records Act of 1983, MS Code 25-61-1 et seq.

9. DEFINITIONS

9.1 The use of the word agency in any Bid Invitation solicitation or specification shall be intended to mean state agencies only.

10. PRECEDENCE

10.1 Bids shall be made and the contract shall be entered into in accordance with the General Conditions as hereinafter amended and modified. Should a conflict exist between the General Conditions and the Instructions and Special Conditions, the Instructions and Special Conditions shall take precedence.

11. WAIVER

11.1 The Mississippi Forestry Commission reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the State.

12. CANCELLATION

12.1 Any contract or item award may be canceled with or without cause by the Mississippi Forestry Commission with the giving of 30 days written notice of intent to cancel. Cause for the Mississippi Forestry Commission to cancel may include, but is not limited to, delivery on time and/or no notice of delay in delivery time. Should the contract be canceled by the Mississippi Forestry Commission for failure to perform, the contractor will be disqualified from bidding for a period of twenty-four (24) months. The contractor may cancel a contract for cause with a thirty (30) day written notice of intent to cancel. In the event of cancellation of contract for any cause, whether failure to perform or cancellation by contractor, the Mississippi Forestry Commission will proceed to the next lowest vendor.

13. NONRESPONSIVE BIDS

13.1 Nonresponsive bids will not be considered. A non-responsive bid is considered to be a bid that does not comply with the minimum provisions of the specification. Any bidder found to repeatedly offer alternate products that are not compliant with specifications in an attempt to obtain a contract on the basis of pricing only will be disqualified from bidding for a period of 24 months.

14. SPECIFICATION CLARIFICATION

14.1 It shall be incumbent upon all bidders to understand the provisions of the specifications and to obtain clarification prior to the time and date set for the bid opening. Such clarification will be answered only in response to a written request.

15. PRE-QUALIFICATION PROCESS

15.1 The purpose of the IFB is to advertise the competitive procurement for solicitation of formal bids from potential bidders. The Mississippi Forestry Commission will be responsible for defining product categories, adding bidders, and publishing all bid related documents to the procurement portal. Once the responses have been received and the Opening Date has been reached, the Mississippi Forestry Commission will review the submissions to qualify bidders.

15.2 The Invitation for Bids shall be advertised in accordance with Section 3.106.05.4 of the Mississippi Procurement Manual. The Mississippi Forestry Commission shall advertise for 14 consecutive days in accordance with Section 31-7-13(c) (i) (1) of the Miss. Code Ann. Responses to the IFB will be due on the 8th working day after the last day of advertisement.

15.3 Responses to the IFB will be reviewed by the Mississippi Forestry Commission for responsiveness to specifications. Price quotes received will be evaluated in conjunction with other market research to determine the winning bidder.

16. STATEWIDE BIDDING

16.1 It is requested that bids be submitted on the basis of statewide distribution. Contractors must maintain adequate distribution capabilities and adequate stock of all items to insure prompt delivery.

17. FIRM BID AMOUNT

17.1 Prices accepted from bidder submissions shall be firm for the term of the contract except that the State shall receive the benefit of any price decrease in excess of five (5) percent. The contractor must provide written price reduction information within ten (10) days of its effective date.

18. CONTRACT EXTENSION

18.1 Automatic contract renewals or extensions are not allowed. Contracts must be extended or renewed with the proper documents signed or approved by the Mississippi Forestry Commission.

18.2 The Mississippi Forestry Commission reserves the right to extend the term of a contract, when necessary, to continue a source of supply whenever new or replacement contracts are not completed prior to the expiration date. Such extensions are dependent upon the agreement of the Contractor and shall not exceed three (3) months.

19. SUSPENSION AND DEBARMENT

19.1 By submitting a bid, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in federal assistance programs.

20. ASSIGNMENT

20.1 The Contractor shall not assign or subcontract in whole or in part, its right or obligations under this agreement without prior written consent of the Mississippi Forestry Commission.

21. INDEMINIFICATION

21.1 Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the State of Mississippi, its Commissioners, Board Members, officers, employees, agents, and representatives 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 attorneys' fees, arising out of or caused by Contractor's 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 liable for all reasonable 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.

22. FORCE MAJEURE

22.1 If the Mississippi Forestry Commission 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, as determined in accordance with this paragraph, shall not be advertised, and all bidders, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to 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 Mississippi Forestry Commission shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the Mississippi Forestry Commission as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by the Mississippi Forestry Commission prior to the new date and time of the live auction or bid opening.

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Required Qualifications for Forest Entomologist

- Ph.D. in Entomology with an emphasis in forest entomology.
- Graduate level coursework in plant pathology (mycology, microbiology), statistics (experimental design, regression analysis) and spatial sciences (GIS, Remote Sensing) are also required with at least seven (7) years of forest entomology research, and outreach experience post Ph.D.
- Applicant must have first-hand experience managing southern pine beetle infestations and invasive insect and pathogen introductions such as the redbay ambrosia beetle and laurel wilt disease.
- Applicant must also have the ability to identify insects and diseases of southern trees, especially southern pine beetle and its associates.
- Experience designing, implementing, identifying trap captures, and reporting results from statewide, large-scale native and non-native forest insect surveys is also required.
- Applicant must have experience post Ph.D. conducting on-site and/or laboratory forest insect and disease diagnostics for landowners and writing prescriptions for landowners to manage forest insect and disease problems.
- Applicant must be able to provide a record of publications including peer reviewed scientific manuscripts and articles on forest health issues pertinent to Mississippi Forests within the last ten (10) years.
- Proven success at writing, managing, and evaluating grant proposals is required. Public speaking proficiency is required as is teaching and training forest health management to landowners and forestry professionals.

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- 1. Attend Forest Health related meetings on MFC's behalf to promote the interests of the MFC Forest Health Program, identify federal funding opportunities for the MFC, and to remain up-to-date on forest health developments. An activity report must be submitted for each meeting attended. These reports will keep the MFC abreast of forest health threats and developments and help the MFC meet any changes to existing or new Federal forest health management regulations or protocols.**
 - a. East Texas Forest Entomology Seminar
 - b. Southern Forest Insect Work Conference (Every fifth year this is called the North American Forest Insect Work Conference)
 - c. USDA Interagency Forum on Invasive Species
 - d. Southern Appalachian Forest Entomology and Pathology Seminar
 - e. Entomological Society of America
- 2. Regional Forest Health Training**
 - a. Provide forest health training to two MFC Regions annually. Regional personnel will be kept abreast of current forest health conditions and threats in Mississippi.
- 3. Reporting**
 - a. Draft and/or assist in drafting the following reports annually:
 - i. MS Forest Health Highlights
 - ii. MS Forest Health Conditions Report
 - iii. MS Forest Health Accomplishments Report
 - iv. Year-end statewide SPB activity report
- 4. SPB Trapping**
 - a. Assist in planning for SPB trapping
 - b. Sort, identify, and count samples from SPB traps, data entry, analyses, trapping/SPB prediction report preparation, and upload.

5. Field visits

- a. Field visits (up to 40 hours annually) should be anticipated. Extra visits will be billed at the appropriate hourly or daily rate plus expenses. These include but are not limited to (at the discretion of the MFC Forest Health Program Coordinator) forest health field visits, consultations, meeting with MFC personnel and or Mississippi landowners or other agencies at the request of the MFC to provide advice, assistance, training, or forest health diagnostics.

6. Miscellaneous

- a. Email and phone forest health diagnostics, assisting with creation of educational/outreach/social media/infographic materials, and other correspondence with MFC personnel, landowners, or other program related activities, estimated at 40 hours per year.

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Forest Entomologist Services
Bid Form

Bid Price on services _____

Any additional charges or fees _____

Total Price on Services _____

Company Or Individual Name

Official Signature

Address

Contact Person

City State Zip

Business Phone

Email

Date

RFx Number: 3160002684
SMART RFx NUMBER: 1451-19-R-IFBD-00001

Should additional information be provided please attach to this form.