

## **Request for Quote – Formal**

**Bid# 31600003156**

### **Harley Davidson Motorcycle**

**Purpose:**

The purpose of this Invitation is to trade six (6) used 2016 FLHTP Harley Davidson Motorcycles for six (6) new 2020 Harley Davidson Motorcycles. This is a one-time acquisition.

**Submission of  
Quotes:**

Bid(s) will be quoted until, Tuesday, **October 15, 2019, at 10:00 A.M.**, Central Standard Time, in the Procurement Department, 4<sup>th</sup> Floor, Room 402, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216, or by electronic bid submission. Submission will be evaluated. Vendors who meet all requirements outlined in this invitation will be eligible to participate in the Reverse Auction process.

**Instructions  
to Bidders:**

All vendors must be registered with the State of Mississippi. If not registered, please go to <http://www.mmrs.state.ms.us/vendors/index.shtml> to register your company and receive a supplier number. Once on the website, click on "Supplier (Vendor) Self-Service". Then click on "[State of Mississippi Supplier Registration](#)". If you need instructions on how to register, click on the supplier training tab.

Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in the Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Supplier may also submit a valid W-9 to the following:

MS Department of Finance and Administration  
P.O. Box 1060  
Jackson, MS 39215-1060

Or

MS Department of Finance and Administration  
501 North West Street, Suite 701-B  
Jackson, MS 39215-1060

Phone: 601-359-3538  
Fax: 601-359-5525  
Email: [ofmmagic@dfa.ms.gov](mailto:ofmmagic@dfa.ms.gov)

Quotes must be submitted and received on or before, October 15, 2019, 10:00 a.m., Local Time. Regardless of the reason, bid(s) received after this date and time will not be accepted. One original copy of quote must be submitted in an envelope or package clearly marked with the information listed below to the address listed below:

***Bid # 3160003156***

***Harley Davidson Motorcycles***

*MS Department of Public Safety  
Procurement Department  
4<sup>th</sup> Floor, Room 402  
1900 East Woodrow Wilson Avenue  
Jackson, MS 39216*

**Quotes not received in compliance with this requirement will be rejected.  
Facsimile or e-mail bids will not be accepted.**

Vendors are also encouraged but not required to submit one electronic copy through the Mississippi's Accountability System for Government Information and Collaboration at <https://portal.magic.ms.gov/irj/portal> which must include all information requested in this invitation. No costs or expenses associated with providing this information in the required format shall be charged to the MS Department of Public Safety. All required documents must be submitted. It is the responsibility of the vendor to verify that all of the requirements for submitting the bid have been fulfilled.

Online learning instructions on how to submit your quote electronically, can be obtained by logging onto the Mississippi Management and Reporting System website at [www.mmrs.state.ms.us/vendors/index.shtml](http://www.mmrs.state.ms.us/vendors/index.shtml), next, click on "Supplier Training" and last, select the LOG820 Supplier Self-Service Course link and then "Launch Course."

If you are having problems submitting your quote electronically, please contact the MAGIC Support Center at 601-359-1343 or email at [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).

If you have any questions regarding this invitation, please contact Britney Wesley by phone at (601) 987-1407 or Sonya Toaster at (601) 987-1305. You may email Britney Wesley at [bjwesley@dps.ms.gov](mailto:bjwesley@dps.ms.gov) or Sonya Toaster at [stoaster@dps.ms.gov](mailto:stoaster@dps.ms.gov). The MS Department of Public Safety (MDPS) reserves the right to reject any and/or all bids and to waive all informalities.

If using a commercial delivery company, which requires that you use their shipping package, your quote should be sealed separately and labeled as stated above within the commercial packaging to prevent premature opening. Parties submitting a quote assume all risks of delivery. Facsimile or e-mail quotes will not be accepted.

**Bidder****Responsibility:**

Bidders must, upon request of the MS Department of Public Safety, (MDPS), provide satisfactory evidence of ability to furnish products or services in accordance with the terms and conditions of the specifications. The MS Department of Public Safety reserves the right to make the final determination as to the bidder's ability.

**Invitation to Bid:**

All information requested on the Invitation Form must be completed.

**Quantity:**

Trading of six (6) used 2016 model Harley Davidson Motorcycles for six (6) new brand specific 2020 model Harley Davidson Motorcycles.

The Mississippi Highway Patrol will be trading the following bikes:

1HD1FMM11GB616259	15,000
1HD1FMM1XGB618680	21,000
1HD1FMM16GB668962	9,000
1HD1FMM11GB668965	8,000
1HD1FMM15GB615251	6,000
1HD1FMM19GB669040	16,000

**Confidential****Information:**

Confidential information shall mean all materials, documents, and data furnished to the successful bidder. The successful bidder shall provide to the MS Department of Public Safety a letter that the successful bidder agrees to protect all confidential information. Any liability resulting from the wrongful disclosure of confidential information on the part of the successful bidder shall rest with the successful bidder.

**Prequalification****of Suppliers**

*Vendor should include specifications, literature, samples, etc. with their quotes. Upon completion of the quote evaluation process, the MS Department of Public Safety will email the vendor or vendors who have submitted quotes and meet all requirements outlined in the RFQF to participate in the Reverse Auction process.*

**Award Criteria:**

The award will be made via the reverse auction process to the best bid or bids. Factors to be considered in determining the best bid include.

Bottom Line Figure  
Conformity with specifications  
Responsibility of the bidder

**Notes:**

It is the intent of MS Department of Public Safety to obtain a product that will adequately meet the needs of the agency while promoting the greatest extent of completion that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation packet and to notify the Procurement Department of the MS Department of Public Safety if the Instructions and Special Conditions, or the General Conditions are formulated in a manner which would unnecessarily restrict

competition. Any protest or questions concerning the specifications or bidding procedures must be received in writing in the MS Department of Public Safety, Procurement Office, not less than 72 hours prior to the time and date set for the bid opening.

**Reverse Auction:** All qualified bidders are required to participate in the reverse auction process. Bidders must ensure technical requirements are met.

Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Firefox versions 51 or lower
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox version 52 and above

Note: Pop-up blocker must be turned off

**Participation in**

**Person by Supplier:** If a supplier needs assistance chooses to participate in the Auction in person, they must so indicate in their response to the initial RFQF so that the Procurement department can have adequate personnel at the event to perform surrogate bidding. Suppliers participating in person must submit each bid during the Auction in writing, signed by someone authorized to bind the Supplier to the bid.

Invitation for Bid Issue Date:	September 25, 2019
First Publication	September 25, 2019
Second Publication	October 2, 2019
Bidder submission deadline	October 15, 2019
Opening Date and Time	October 15, 2019 at 10:00 A.M.
Qualify Bids	October 22, 2019
Email Qualified Bidders	October 29, 2019
Reverse Auction	November 7, 2019 between 10:00 AM and 10:20 AM
Bids Evaluations	November 14, 2019
Intent to Award	November 15, 2019
Submission date to obtain approval in MAGIC(Pending cost goes over \$500,000 then approval required by Public Procurement Review Board - PPRB estimated meeting on January 8, 2020)	November 15, 2019