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### **Attachments:**

**Attachment A: RFX Response in MAGIC**

**Attachment B: MAGIC Supplier Self-Service Guide**

**Attachment C: Specifications**

**Attachment D: EEV Verify- Certification and Agreement**

**Attachment E: Mississippi Department of Transportation Contract Terms and Conditions**

# NOTICE AND INSTRUCTIONS

RFX No. 3160006486

## 1.0 GENERAL

The Mississippi Transportation Commission (MTC) intends to utilize the Sealed Bid Process to award an agency contract for **Uniform Lease For District III- Yazoo City**, for the Mississippi Department of Transportation (MDOT). The contract period shall be June 1, 2024 through May 31, 2026.

## 2.0 BID SUBMITTAL

### 2.1 SUBMITTAL DEADLINE

Sealed competitive bids will be received until Tuesday April 2, 2024 at 10:30 am cst at the William J. “Billy” McCoy Building, (Department of Transportation Building), Procurement Division, 5<sup>th</sup> Floor, 401 N. West, Jackson, Mississippi, 39201 or electronically into the MAGIC Procurement Portal as described herein and shortly thereafter publicly opened.

### 2.2 RESPONSE TO RFX (BID)

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

### 2.3 ELECTRONIC BID SUBMITTAL

**Sealed Competitive Bids may be submitted electronically through the State of Mississippi’s MAGIC system at the following websites:**

<https://portal.magic.ms.gov>

or [https://www.ms.gov/dfa/contract bid search/Contract](https://www.ms.gov/dfa/contract%20bid%20search/Contract).

Please use the websites above to search for RFX No. 3160006486

**Attachments C and D must be submitted with bid**

### 2.4 ELECTRONIC COMPETITIVE SEALED BID SUBMITTAL ASSISTANCE

You must have the Bid number listed in the advertisement. Please refer to **Attachment A** for instructions for RFX responses in MAGIC. If you need assistance, please call the Mississippi Management and Reporting System (MMRS) help desk at 601-359-1343, select Option 2 for MAGIC functionality. Please allow a day or two for assistance with your issue.

**Bidders must be registered in MAGIC when submitting an electronic bid proposal.**

If the bidder is not registered as a bidder for the State of Mississippi, please go to the following website: <http://www.dfa.ms.gov/dfa-offices/mrms/mississippi-suppliers-vendors/> and click on Mississippi Suppliers

(Vendors) on left side of the webpage. Arrow to bottom of page and select Supplier Self Service and click the link “MAGIC Supplier Self-Service Reference Guide” (**Attachment B**). This website has information to help you register as a vendor for the State of Mississippi. Should you need assistance, please contact the MMRS help desk at 601-359-1343.

## **2.5 SEALED PAPER COMPETITIVE BID SUBMITTAL**

If the bidder cannot submit an electronic bid proposal, a sealed paper competitive bid will be received by the MTC at its offices in the William J. “Billy” McCoy Building, (Department of Transportation Building), Procurement Division, 5<sup>th</sup> Floor, 401 N. West, Jackson, Mississippi, 39201 until **Tuesday April 2, 2024 at 10:30 am est.**

## **2.6 SEALED PAPER COMPETITIVE BID SUBMITTAL INSTRUCTIONS**

Proposals must be made on forms furnished by the Mississippi Department of Transportation or they will not be considered. Letters will NOT be considered a part of your proposal and **any alteration of the bid forms in any manner shall be considered non-conforming and bid shall be rejected.**

**If you are submitting an ALTERNATE BID, YOU MUST MAKE COPIES OF ORIGINAL FORMS AND SUBMIT AS SEPARATE BID.**

Facsimile transmissions or email submissions **will not be accepted for Bid Submittals.**

**Conditional or qualified bids will not be considered.**

## **3.0 RFX (BID) SPECIFICATIONS**

All materials must conform to the Mississippi Standard Specifications for Road and Bridge Construction of 2017 and any amendments thereto, where applicable.

### **3.1 SPECIFICATIONS UNIFORM LEASE DISTRICT III**

SPECIFICATIONS –Uniform Lease District III (ATTACHMENT C)

### **3.2 REQUIRED LITERATURE**

***\*\* APPROPRIATE LITERATURE MUST BE SUPPLIED WITH THE BID TO SUBSTANTIATE COMPLIANCE WITH SPECIFICATIONS PROVIDED WITH THE ELECTRONIC OR PAPER RFX.***

**\*\* IF LITERATURE IS NOT PROVIDED, BID MAY BE REJECTED. \*\***

***\*\* A sample shall be included for each item specified below. Separate samples shall be included for each item having multiple color options. One sample shall be included for each color requested for each item specified. \*\****

***\*\*The sample of each item shall be mailed or delivered to the MDOT Procurement Office. The bids and detailed literature can still be submitted electronically through MAGIC. \*\****

**\*\*A copy of the bidder's most current and up to date to catalog of work apparel shall also be included. \*\***

## **4.0 PROTEST PROCEDURE**

### **4.1 PROTEST INFORMATION**

It is the intent of the Specifications to obtain a product that will adequately meet the needs of the user while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Notice and Instructions and proposal packet and to notify MDOT Procurement Division if the Specifications or Instructions are formulated in a manner which would unnecessarily restrict competition. Any protest or question concerning the specifications or bidding procedures must be received in writing by the Mississippi Department of Transportation Procurement Division by **Tuesday March 26, 2024, at 10:00 am cst.** The Mississippi Department of Transportation Procurement Division may be reached at telephone number 601-359-7300, facsimile number 601-359-7302, or [hvanbuskirk@mdot.ms.gov](mailto:hvanbuskirk@mdot.ms.gov).

Protest of the award of this bid shall be done in accordance with Chapter VI of the Procurement Manual of the Office of Purchasing, Travel and Fleet Management of the Mississippi Department of Finance and Administration.

## **5.0 GENERAL INSTRUCTIONS**

### **5.1 INSTRUCTIONS FOR BIDDERS**

Detailed information may be obtained from the PROCUREMENT DIVISION by calling (601) 359-7300.

The MTC reserves the right to reject any or all bids and to accept all or only certain units of any bid. The MTC reserves the right to award one or more of the items in the various proposals to one or more companies.

It is understood that all proposals are submitted on the basis of complying with the provisions, terms and specifications set out herein, and in the proposal forms PROVIDED THAT YOU CAN DO SO UNDER THE VARIOUS GOVERNMENT RULINGS AND DIRECTIVES NOW IN EFFECT OR WHICH MAY BE ISSUED DURING THE PERIOD OF CONTRACT. In the event you bid on furnishing any materials which are prohibited from being manufactured by a Government ruling or directive and are awarded such materials, you will not be required to make such shipment of said prohibited materials so long as Government directive is in effect. However, any change in specifications or provisions of the quotation should be discussed with MDOT promptly upon your being advised of the Government ruling or directive necessitating a change.

The MTC reserves the right to waive minor technicalities on bid proposals and specifications when it is in the best interest of the Mississippi Department of Transportation. The MTC reserves the right to waive minor technicalities when it is in the best interest of the State.

Unless otherwise specified, all formal bids shall be binding for a minimum of sixty (60) days after opening. If a bid is withdrawn after opening, bidder will be removed from the list of eligible bidders for a period of (6) six months.

Failure to respond on three contract advertisements will result in removal from the prospective bidders list.

Bidder must be duly qualified to do business and in good standing in the State of Mississippi and remain duly qualified and in good standing throughout the term of the contract and for as long thereafter as any obligations may remain outstanding under the contract.

To register or check your status with the State of Mississippi, visit <https://corp.sos.ms.gov/corp/portal/c/page/login/portal.aspx>

## 5.2 OFFICE CLOSURE

If the location of the bid opening is closed for any reason to the public, 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 location shall be open to the public 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 agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to closure as a result of a Force Majeure Event. Each bidder 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.

## 6.0 AWARD INSTRUCTIONS

### 6.1 AWARD CRITERIA

**A bid must be entered for each line item on the Proposal RFX 3160006486 Award will be based on the lowest total responsible, responsive bid for all line items in Lease Section of the Proposal. Bids will be rejected that do not have all line items completed. There will be no split awards.**

### 6.2 AWARDED BIDDER INSTRUCTIONS

If award is made by the MTC, a contract will be forwarded to the successful bidder(s). Upon receipt of the properly executed contract a Notice to Proceed will issued to the award vendor. Purchase Orders will be issued on as needed basis by MDOT. A Purchase Order will only be issued by MDOT when there is an executed contract between the agency and bidder. Any action by a bidder prior to the receipt of a Purchase Order will be at the bidder’s “OWN RISK” and the Mississippi Department of Transportation will not be held liable for such action.

### 6.3 AGENCY CONTRACT TERM

The contract shall begin on **June 1, 2024 through May 31, 2026**. If an agency contract is awarded and executed in connection with this proposal, the MTC reserves the right to extend the agency contract for this proposal for up to twelve (12) months at one time, upon written acceptance of both parties. Each contract extension will be twelve (12) months. The total number of extensions will be three (3). The contract shall not exceed sixty (60) months. The contract extension shall begin on the original termination date or the extension termination date.

## **6.4 CANCELLATION OF AGENCY CONTRACT**

Any contract or item award may be canceled with or without cause by the MTC upon 30 days written notice of intent to cancel. Cause for the MTC to cancel may include, but is not limited to: cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or, failure to perform to contract conditions. The bidder will be required to honor all purchase orders prepared and dated prior to the date of expiration or cancellation if received by the bidder within a period of 30 days following the date of expiration or cancellation. Cancellation by the MTC does not relieve the bidder of any liability arising out of a default or nonperformance. If a contract is canceled by the MTC due to the request for increase in prices or failure to perform, bidder may be removed from the bidders list for a period of twelve (12) months. Protests of said removal from the bidders list shall be in accordance with Chapter VI of the Procurement Manual of the Office of Purchasing and Travel of the Mississippi Department of Finance and Administration.

**7.0 SUBMITTAL INSTRUCTIONS FOR A SEALED PAPER COMPETITIVE BID**

**The bidder has chosen not to submit the Sealed Competitive Bid electronically into the MAGIC System.**

**Bids must be submitted in sealed envelope(s).**

**\*\* RFX IDENTIFICATION INFORMATION ON THE OUTSIDE OF THE ENVELOPE  
MUST BE AS SHOWN BELOW. \*\***

**STREET DELIVERY:**

RFX NO. RFX 3160006486  
PROCUREMENT DIVISION (5<sup>TH</sup> FLOOR)  
WILLIAM J. "BILLY" MCCOY BUILDING  
MS DEPT. OF TRANSPORTATION  
401 NORTH WEST STREET  
JACKSON MS 39201

\_\_\_\_\_ 1. I/We certify that we have read and understand the "**NOTICE AND INSTRUCTIONS**"  
which is a part of this RFX.

COMPANY: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Sign your bid and return it, as shown above.

The "**NOTICE AND INSTRUCTIONS**" are a part of your bid, sign and return with your bid.

BRAD WHITE  
EXECUTIVE DIRECTOR



MISSISSIPPI DEPARTMENT OF TRANSPORTATION

**8.0 COMPETITIVE SEALED BID ELECTRONIC SUBMITTAL INSTRUCTIONS**

**The instructions in Section 8.0 are for the electronic submittal of the bids by the bidder in the MAGIC System.**

Please refer to sections **2.3 and 2.4 on page 1** of the bid packet for further information on the electronic submittal of the bid in the MAGIC System.

The **"NOTICE AND INSTRUCTIONS"** is a part of your bid, and by submitting an electronic bid, the bidder acknowledges and certifies that it has read and understands the **"NOTICE AND INSTRUCTIONS"** which is a part of this bid.

BRAD WHITE  
EXECUTIVE DIRECTOR  
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

## 9.0 PROPOSAL

### UNIFORM LEASE-DISTRICT III

RFX NO. RFX 3160006486

Mississippi Transportation Commission  
Mississippi Department of Transportation Building  
Jackson, MS. 39201

Pursuant to your advertisement to be received until **Tuesday April 2, 2024 at 10:30 am cst**

I/We \_\_\_\_\_ residing at \_\_\_\_\_  
do submit our bid furnishing the following in accordance with the "Standard Specifications for Road and Bridge Construction" adopted 2017, and any amendment made thereto where applicable, your Specifications and the "NOTICE AND INSTRUCTIONS". This proposal is made without collusion on the part of any person, firm or corporation.

Our prices quoted in **FIGURES ONLY** for furnishing **Uniforms** delivered F.O.B. Mississippi Department of Transportation- **District III- Yazoo City, MS.**

NOTE: IF NO BIDS RECEIVED CAN MEET THE DELIVERY REQUIREMENT, AWARD MAY BE MADE TO THE LOWEST BIDDER MEETING SPECIFICATIONS. THE COMMISSION RESERVES THE RIGHT TO CANCEL AND/OR READVERTISE THIS PROCUREMENT.

**District III:** Uniform lease service to provide new, cleaned, pressed, odor-free uniforms at the inception of the contract and to make weekly checks for uniforms that are damaged or require mending or replacement. This is for approximately **165 employees**, with pickup and delivery at **one (1) location within District III Warehouse, 1240 East Broadway, Yazoo City, MS 39194 of the Mississippi Department of Transportation**. There will be one primary MDOT point of contact in Yazoo City, and approved MDOT representatives will be assigned at the MDOT pickup and delivery location.

### REQUIREMENTS

1. Each employee shall be issued seven (7) new sets of uniforms, as ordered, in any combination of the following: seven (7) shirts, seven (7) pants, and one (1) jacket with liner. The bidder shall take measurements of each employee to ensure proper fit. The initial fittings shall be the responsibility of the bidder on an agreed upon date and time, with the designated MDOT representative.
2. MDOT reserves the right by written notification to the vendor, to delete and/or add employees to the service as deemed necessary. Employees added to this purchase order shall receive seven (7) new sets of uniforms with new patches within fourteen days of notification by MDOT. There shall be no emblem or prep charge for employees added to the service.

3. Pricing sheet reflects total cost that MDOT will pay per item. No additional service charges may be charged by bidder.
4. After initial delivery, the bidder shall check on uniforms every week. The schedule (same time and day each week) shall be mutually agreed upon by the bidder and MDOT. Scheduling will not be set for Saturday, Sunday, Friday, or on scheduled holidays. Vendor will provide an alternate schedule to MDOT location representatives a minimum of two weeks prior to each holiday. Uniforms should never be left outside the MDOT facility unattended.
5. A diary is required at each MDOT pickup and delivery location. The diary will be maintained by the approved MDOT representative and the bidder. The diary will keep a written record of uniforms being picked up and delivered, and the condition of the uniforms. A manual counting of uniforms will be completed by the MDOT representative and verified by the bidder initialing the diary.
6. MDOT employees are responsible for laundering leased garments.
7. Buttons, zippers and other fasteners shall be kept in operable condition at all times. Uniforms not meeting these requirements shall be picked up by vendor, replaced or repaired, and returned to MDOT the following week, at no additional cost to MDOT. Repair tags shall be supplied by bidder at the pickup location.
8. The bidder shall provide a replacement garment at no additional charge, when necessary, due to normal wear and tear at the discretion of MDOT.
9. Garments lost by MDOT shall be replaced by the bidder with new garments at an additional cost to MDOT. Replacement costs are included in the pricing information.
10. The bidder shall have fourteen (14) working days to correct any issues and to provide services as required by this contract, or shall furnish an explanation in writing, within the fourteen (14) day period, for why the services cannot be provided in that period of time. If this requirement is not met or the reason for the delay is not acceptable to MDOT, liquidated damages in the amount of twenty-five dollars (\$25.00) per day per employee, beginning on the fifteenth (15th) day, may be assessed to the bidder and deducted from the monthly payment.
11. MDOT will provide a point of contact cell number for the delivery location so that the driver will be able to advise the location if he is running late or early for the set delivery time for the location.

**A bid must be entered for each line item on the Proposal RFX 3160006486. Award will be based on the lowest total responsible, responsive bid for all line items in the Lease Section of the Proposal. Bids will be rejected that do not have all line items completed. There will be no split awards.**

**Lease of Uniforms**

1. Men's Blend Shirt \$ \_\_\_\_\_
2. Women's Blend Shirt \$ \_\_\_\_\_
3. Unisex Cotton Shirt \$ \_\_\_\_\_
4. Unisex Flame-Resistant Shirt \$ \_\_\_\_\_
5. Men's Blend Pants \$ \_\_\_\_\_
6. Women's Blend Pants \$ \_\_\_\_\_
7. Men's Cotton Pants \$ \_\_\_\_\_
8. Women's Cotton Pants \$ \_\_\_\_\_
9. Men's Jean Pants \$ \_\_\_\_\_
10. Women's Jean Pant \$ \_\_\_\_\_
11. Unisex Jacket Hi-Visibility Type R, Class 3 (ANSI/ISEA 107-2020 Compliant) w/Zip-in Liner (separate) \$ \_\_\_\_\_
12. Unisex Jacket Liner Hi-Visibility Type R, Class 3 (ANSI/ISEA 107-2020 Compliant) \$ \_\_\_\_\_
13. Unisex Insulated Coveralls \$ \_\_\_\_\_
14. Unisex Flame-Resistant Coveralls \$ \_\_\_\_\_

**Total Bid** \$ \_\_\_\_\_

**Replacement of Uniforms**

Men's Blend Shirt \$ \_\_\_\_\_

Women's Blend Shirt \$ \_\_\_\_\_

Unisex Cotton Shirt \$ \_\_\_\_\_

Unisex Flame-Resistant Shirt \$ \_\_\_\_\_

Men's Blend Pants \$ \_\_\_\_\_

Women's Blend Pants \$ \_\_\_\_\_

Men's Cotton Pants \$ \_\_\_\_\_

Women's Cotton Pants \$ \_\_\_\_\_

Men's Jean Pants \$ \_\_\_\_\_

Women's Jean Pant \$ \_\_\_\_\_

Unisex Jacket Hi-Visibility Type R, Class 3 (ANSI/ISEA 107-2020 Compliant) w/Zip-in Liner (separate) \$ \_\_\_\_\_

Unisex Jacket Liner Hi-Visibility Type R, Class 3 (ANSI/ISEA 107-2020 Compliant)  
\$ \_\_\_\_\_

Unisex Insulated Coveralls \$ \_\_\_\_\_

Unisex Flame-Resistant Coveralls \$ \_\_\_\_\_

**Replacement cost of the uniforms will not be a part of the award process.**

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL:

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## 10.0 MISSISSIPPI TRANSPORTATION COMMISSION

### CONTRACT TERMS AND CONDITIONS

\_\_\_\_\_ I/We certify that we have read and understand the "**MISSISSIPPI TRANSPORTATION COMMISSION CONTRACT TERMS AND CONDITIONS**" (**ATTACHMENT E**) and if awarded the proposed bid the "**TERMS and CONDITIONS**" will be followed accordingly. I/we understand that the "NOTICE AND INSTRUCTIONS" and any attachments, as well as my/our responses to this solicitation will be fully incorporated by reference in the "TERMS and CONDITIONS" of any contract that may be executed as a result of this solicitation.

**ATTACHMENT E** does not need to be completed. The bidder shall acknowledge by initialing the blank in the paragraph above that the terms and conditions have read and understood. A contract will be sent to the bidder after the contract is awarded.

Please complete the following:

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## 11.0 INVOICING AND PAYMENT

**Please complete the section below.**

This section pertains to invoicing and payment. The bidder name and address below is what will appear on the invoice submitted by the bidder to MDOT for the lease of uniforms if a contract is awarded to the bidder.

BIDDER  
NAME:

---

ADDRESS:

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## **12.0 CHECKLIST INFORMATION**

**ALL ITEMS MARKED (X) MUST BE SUBMITTED WITH THE BID.**

**Failure to submit all items that are checked (X) below may cause your bid to be considered irregular and be rejected:**

- (X) “NOTICE AND INSTRUCTIONS” – signed and enclosed (Section 7.0, Sealed Bid Submittal)
- (X) Correct RFX number is used in address – (final portion of Section 7.0,”)
- (X) “PROPOSAL” – completed and enclosed (Section 9.0)
- (X) Acknowledgement of MTC “CONTRACT TERMS AND CONDITIONS” – (Section 10.0)
- (X) Invoicing and Payment- (Section 11.0)
- (X) “SPECIFICATIONS” – Attachment C (Completed and Submitted)
- (X) Detailed Literature submitted with bid to substantiate compliance with specifications.
- (X) A sample shall be included for each item specified in Section 9.0 “PROPOSAL”. Separate samples shall be included for each item having multiple color options. One sample shall be included for each color requested for each item specified.
- (X) A copy of the bidder’s most current and up to date catalog of work apparel shall also be included.
- (X) “EEV CERTIFICATION AND AGREEMENT” – Employment Eligibility Verification, signed and enclosed (Attachment D)