



**STATE OF MISSISSIPPI  
FINANCE & ADMINISTRATION  
Negotiated Bid**

**RESPONSES REQUIRED BY:**

Submission Date : 02/15/2019  
Submission Time : 17:00:00 CST

**RESPONSES OPENED ON:**

Opening Date : 00/00/0000  
Opening Time : 00:00:00 CST

**VENDOR NO:**

**VENDOR NAME & ADDRESS:**

(To be completed by Vendor)

**SUBMIT NON-ELECTRONIC RESPONSE:**

TO :  
501 NORTH WEST STREET  
WOOLFOLK BUILDING SUITE 1301A  
JACKSON MS 39201  
US

**DELIVERY POINT**

RFx number : 3130000960  
Smart number : 1130-19-R-NBID-00018  
Buyer : Regina Irvin  
Buyer Phone : (601) 359-9263  
Email : REGINA.IRVIN@DFA.MS.GOV

QUESTIONS TO BE COMPLETED BY VENDOR	REQUIRED
Confirm an authorized list of distributors enclosed/attached	
Confirm brochures for each item are enclosed/attached	
Confirm, no copiers on listed on the proposal have speeds that exceeds 110 per minute	
Confirm a copy of your GSA Contract is enclosed/attached	
Confirm a copy of labels and MSDS sheets for all items being proposed is enclosed/attached	
Confirm a copy of your current Manufacturer's Published Retail Price List is enclosed/attached	
Confirm the proposal format and guidelines have been read and understood	
Confirm a list of proposed items and pricing is enclosed/attached	
Confirm manufacturer and/or dealer minority vendor status has been indicated	
Confirm a signed proposal letter with all pertinent information is enclosed/attached	
Is this a renewal	
Confirm a purchase summary is enclosed that indicates each state agency/gov't entity to which sales are made, the location of each and the total dollar sales generated to date	
Confirm that the bidder understands that purchase summaries which indicate a purchase volume of less than \$25,000 for two consecutive years will be denied	
Do you have suspensions or debarments against your company. Please specify in the comments section	
Confirm applicable transportation and payment terms are enclosed/attached	
What discount(s) is offered for each item (to include hardware, maintenance, professional services, etc.) listed on the Price List	
Confirm that the Price List contains the MSRP, State Discounted Price and the percentage off each item listed on the Price List	

**NOTICE TO VENDOR:**

To ensure that you have the correct VND number to sign in to submit your proposal, you must provide the help desk (601-359-1343) with the supplier number that is provided to you by OPT. To receive your correct supplier number, please contact Ramona Jones @ 601-359-9335 or at Ramona.Jones@dfa.ms.gov.

All distributors/dealers listed on the dealers list must be registered in MAGIC prior to contract award.  
Copiers Negotiated Contract Bid

**ADDITIONAL CONTACT INFO:**

If you have questions concerning this Proposal Format and Guidelines, please contact:

Office of Purchasing and Travel  
Regina L. Irvin, J.D., CSM, CMPA  
Email: Regina.Irvin@dfa.ms.gov  
Telephone: (601) 359-9263

Vendor Telephone Number		Title	Date
(Typed or printed) Name of Bidder	Signature of Authorized Bidder		

**RFx number** : 3130000960      **Submission Date** : 02/15/2019    **Time** : 17:00:00 CST  
**Smart number** : 1130-19-R-NBID-00018      **Opening Date** : 00/00/0000    **Time** : 00:00:00 CST

Item	Change Indicator	Product No. / Mfg. Part No.	Description	Delivery / Req.date	Qty	Unit
# 1			Product Category : 60038 Copy Machines Parts and Accessories		0.000	
# 2			Product Category : 60039 Copy Machine Analog		0.000	
# 3			Product Category : 60040 Copy Machines, Coated or Treated Paper		0.000	
# 4			Product Category : 60041 Copy Machines, Eng.for Reproduction		0.000	
# 5			Product Category : 60042 Copy Machines, Incl. Parts & Accessories		0.000	
# 6			Product Category : 60043 Copy Machines, Digital-Networked		0.000	
# 7			Product Category : 60045 Copy Machines, Thermal Type		0.000	
# 8			Product Category : 60046 Copy Machines, Digital		0.000	
# 9			Product Category : 60047 Copy Machine Add-On Accessories		0.000	
# 10			Product Category : 98527 Copy Machines, Rental Services		0.000	