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### **Attachments:**

**Attachment A: MAGIC Self-Service Reference Guide**

**Attachment B: Reflective Sheeting Type-Description**

**Attachment C: Live Reverse Auction Instructions**

**Attachment D: E-Verify Agreement**

**Attachment E: Pricing Page for Reflective Sheeting**

**Attachment F: MDOT Contract Terms and Conditions**

## 1.0 NOTICE AND INSTRUCTIONS TO REFLECTIVE SHEETING MANUFACTURES

RFQF No. 3140001502

The Mississippi Transportation Commission (MTC) intends to use the Reverse Auction process to award an agency contract for the purchase of Retroreflective Sheeting for the Mississippi Department of Transportation (MDOT). The contract period shall be **Commission Approval through September 30, 2020**. This Request for Quotes Formal (RFQF) is the first step in the Reverse Auction Process. The purpose of the RFQF is to solicit qualifications from interested parties meeting bid requirements and Specifications, in order to determine the qualified vendors to participate in the Live Reverse Auction.

## 2.0 STATEMENT OF QUALIFICATION

### 2.1 SOQ SUBMITTAL DEADLINE

Statements of Qualifications (SOQs) in response to this RFQF will be accepted until **2:30 P.M. on Tuesday, September 4, 2018**. An SOQ may be submitted in hard copy form 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.

### 2.2 REVERSE AUCTION NOTIFICATION

The Reverse Auction process will be restricted and limited to qualified vendors that meet the bid requirements and Specifications of the RFQF. MDOT will notify all vendors submitting an SOQ of whether they have been pre-qualified to bid or not. Successful RFQF respondents will receive an e-mail that they have pre-qualified to bid in the Live Reverse Auction. The email will contain the time and date of the Live Reverse Auction. Vendors not meeting the bid requirements and Specifications of the RFQF will not be allowed to participate in the Live Reverse Auction.

### 2.3 BASE LINE STARTING PRICE OF REVERSE AUCTION

SOQs submitted by qualified vendors will be evaluated in conjunction with other market research to determine the base line starting price for the Reverse Auction.

### 2.4 RESPONSE TO RFQF

When submitting the SOQ, the vendor must ensure all questions have been answered within the RFQF and all proposed items in the RFQF have a response.

### 2.5 ELECTRONIC SOQ SUBMITTAL

SOOs are encouraged and are preferred to be submitted electronically through the State of Mississippi's MAGIC system at the following websites:

<https://portal.magic.ms.gov> (Preferred)

or <https://www.ms.gov/dfa/contract>

[bid](#)  
[search/Contract](#).

Please use the websites above to search for RFQF No. **3140001502**

### 2.6 ELECTRONIC SOQ SUBMITTAL ASSISTANCE

You must have the RFQF number listed in the advertisement. 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.

## 2.7 VENDOR REGISTRATION IN MAGIC

### **Vendors must be registered in MAGIC when submitting an SOO and to participate in the Live Reverse Auction.**

If the vendor is not registered as a vendor for the State of Mississippi, please go to the following website: <http://www.dfa.ms.gov/dfa-offices/mmrs/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 A**). This has information to help you register as a vendor for the State of Mississippi and **information pertaining to the electronic RFQF process**. Should you need assistance, please contact the MMRS help desk at 601-359-1343.

## 2.8 SURROGATE SOQ SUBMITTAL

If the vendor is unable to submit an SOQ electronically through the MAGIC System, a sealed paper SOQ can be submitted by the vendor and entered manually by an MDOT representative on behalf of the vendor into the MAGIC System.

Sealed SOQs will be received by the MTC at its offices at the William J. “Billy” McCoy Building, (Department of Transportation Building), Procurement Division, 5<sup>th</sup> Floor, 401 N. West, Jackson, Mississippi, 39201 until **2:30 P.M. Tuesday, September 4, 2018.**

Vendors requesting the manual entry of an SOQ by an MDOT representative must complete Section 13.0 below, which indicates that the vendor allows MDOT to enter the sealed paper SOQ manually into the MAGIC System on behalf of the vendor.

## 3.0 RFQF SPECIFICATIONS

### 3.1 MISSISSIPPI DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS

All materials and equipment must conform to the Mississippi Standard Specifications for Road and Bridge Construction of 2017. All materials must be shown on the “**List of Approved Retroreflective Sign Sheeting Materials**” produced by the Mississippi Department of Transportation Materials Division.

Please reference Section 721.06 of the Mississippi Standard Specifications for Road and Bridge Construction of 2017 or (**Attachment B**) and the ASTM D4956 Standard Specification for retroreflective sheeting except as specifically modified herein.

All items must be new.

### 3.2 APPROPRIATE LITERATURE

Appropriate Literature must be supplied with the SOQ to substantiate compliance with specifications. If literature is not provided, SOQ may be rejected.

## 4.0 LIVE REVERSE AUCTION

### 4.1 LIVE REVERSE AUCTION INTRODUCTION

The items in Section 4.0 apply for vendors who are prequalified to participate in the Live Reverse Auction. The Live Reverse Auction process will be restricted and limited to qualified vendors that meet the bid requirements and Specifications of the RFQF.

## **4.2 LIVE REVERSE AUCTION TECHNICAL REQUIREMENTS**

The technical requirements for participating in the Live Reverse Auctions are:

### **Acceptable Internet Browser(s)**

- Microsoft Internet Explorer (IE) version 11
- Google Chrome with a Chrome extension called “IE Tab Extension” installed/enabled

**\*Note: Pop-up blocker must be turned off\***

### **Java**

Live Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from the following website:

<https://www.java.com/en/download/>

For information pertaining to the technical requirements for Live Reverse Auctions in the MAGIC System see **Attachment C**.

## **4.3 VENDOR PARTICIPATION IN THE LIVE REVERSE AUCTION**

If a vendor is unable to participate in a Live Reverse Auction through the MAGIC System, the vendor may request technical assistance from MDOT for the Live Reverse Auction. Technical assistance may include use of equipment for accessing the bidding system or an MDOT representative to enter the bid manually (surrogate bidding). The vendor must be physically present at the location of the Live Reverse Auction when seeking technical assistance from MDOT.

## **4.4 ERRONEOUS PRICE IN LIVE REVERSE AUCTION**

If a vendor is participating electronically in a Live Reverse Auction, the vendor can notify MDOT in the event of an erroneous price submittal via the chat message feature. Erroneous price submittals, where the mistake is apparent to MDOT, may be deleted during the live auction.

## **4.5 LIVE REVERSE AUCTION EXTENSION OF TIME**

The auction time may be extended at the discretion of MDOT. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by MDOT or vendor, the need to pause the Live Reverse Auction, or the level of bidding activity within the last few moments of the auction.

## **4.6 VENDOR COMMUNICATION DURING LIVE REVERSE AUCTION**

Communication with vendors participating electronically during the Live Reverse Auction may be done via the Live Chat Feature. MDOT has the ability to send messages to particular vendors or broadcast to all vendors. Vendors can ONLY communicate with MDOT, not other vendors.

## **4.7 VENDOR REMOVAL DURING LIVE REVERSE AUCTION**

Vendors may be removed from a Live Reverse Auction for improper conduct, including, but not limited to, profanity, threats, consistently entering erroneous or frivolous bids, or other disruptive behavior.

## **5.0 PROTEST PROCEDURE**

### **5.1 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 RFQF, the Specifications or Instructions are formulated in a manner which would unnecessarily restrict competition. Any question concerning the Specifications or RFQF/Reverse Auction procedures must be received in writing by the MDOT Procurement Division by **10:00 A.M., Tuesday, August 28, 2018**. Questions may be submitted to facsimile number 601-359-7302, or email at [reverseauction@mdot.ms.gov](mailto:reverseauction@mdot.ms.gov).

The MDOT Procurement Division will prepare a written response to all timely inquiries and forward a copy of same to all persons/companies that have been provided the RFQF by MDOT. Respondents shall rely only on this RFQF and any written communications from the MDOT Procurement Division in submitting proposals. MDOT shall not be bound by any oral communications; respondents who rely upon any oral communications regarding this RFQF do so at their own risk.

Protest of the award of this RFQF/Reverse Auction process 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.

## **6.0 RFQF/SOQ PROPOSAL GENERAL INFORMATION**

### **6.1 SEALED PAPER SOQ SUBMITTAL**

**Sealed paper SOQs must be submitted on forms furnished by MDOT or they will not be considered. Letters will NOT be considered a part of your SOQ and any alteration of the RFQF forms in any manner (INCLUDING THE RFQF REQUIREMENTS AND SPECIFICATIONS) shall be considered non-conforming and the SOQ shall be rejected. Attachments A, B, and C do not need to be submitted with the sealed paper SOQ.**

**Facsimile transmissions or email submittal of the SOQ will not be accepted.**

### **6.2 SEALED PAPER ALTERNATE SOQ**

**If you are submitting an ALTERNATE SOQ as a sealed paper SOQ, YOU MUST MAKE COPIES OF THE ORIGINAL FORMS AND SUBMIT AS A SEPARATE SOQ.**

sections 11.20.10, 17.20.05 and 17.10.10, and in the related section on requirements for requesting an exemption from electronic payment found in section 17.10.20. Vendor understands that vendor must be enrolled in PayMode e-payment module prior to being enrolled for e-invoicing, and agrees to same, unless vendor has applied for and been granted, an exemption. Vendor may request assistance enrolling by contacting <http://www.dfa.ms.gov/dfa-offices/mmrs/> or by calling the MMRS Call Center at (601) 359-1343. The vendor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. These payments shall be deposited in the bank account of the vendor's choice. Vendor understands that the State of Mississippi is exempt from the payment of taxes.

## **7.0 GENERAL VENDOR INSTRUCTIONS**

### **7.1 INSTRUCTIONS FOR VENDORS**

Detailed information may be obtained from the MDOT Procurement Division by calling (601) 359-7300.

The MTC reserves the right to reject any and all SOQs. The MTC further reserves the right in the Reverse Auction process to reject any or all bids and to accept all or only certain units of any bid.

Vendor, if selected to participate in the Live Reverse Auction, acknowledges and affirms that the item being bid will be the same in all respects as the item described and submitted in the vendor's SOQ.

It is understood that all SOQs are submitted on the basis of complying with the provisions, terms, and Specifications set out in the RFQF, PROVIDED THAT YOU CAN DO SO UNDER THE VARIOUS GOVERNMENT RULINGS AND DIRECTIVES NOT 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 when it is in the best interest of the State.

Unless otherwise specified, the successful bid shall be binding for a minimum of sixty (60) days after the date of the Live Reverse Auction. If a bid is withdrawn after the close of the Live Reverse Auction, vendor will be removed from the list of eligible bidders for a period of one (1) year.

Failure to respond on three contract advertisements will remove your name from the prospective bidders list.

Vendor 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>

#### **8.4 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 vendor will be required to honor all purchase orders prepared and dated prior to the date of expiration or cancellation if received by the vendor within a period of 30 days following the date of expiration or cancellation. Cancellation by the MTC does not relieve the vendor 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, vendor 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.



## 9.0 RFQF SUBMITTAL INSTRUCTIONS FOR A SEALED PAPER SOQ

**The instructions in Section 9.0 are for the submittal of the SOO to be entered manually by an MDOT representative. The vendor has chosen not to submit the SOO electronically into the MAGIC System.**

Please refer to section **2.8 on page 2** of the RFQF packet for further information on the manual entry of the SOQ by an MDOT Representative on behalf of the vendor in the MAGIC System.

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

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

### STREET DELIVERY:

RFQF NO. 3140001502  
PROCUREMENT DIVISION (5<sup>TH</sup> FLOOR)  
WILLIAM J. "BILLY" MCCOY BUILDING  
MS DEPT. OF TRANSPORTATION  
401 NORTH WEST STREET  
JACKSON MS 39201

Sign your SOQ and return it, as shown above.

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

MELINDA L. MCGRATH, P.E., EXECUTIVE DIRECTOR  
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

### DEPENDING ON APPLICABILITY INITIAL ITEMS 1, 2, or 3 BELOW:

- \_\_\_\_\_ 1. I/We certify that we have read and understand the "NOTICE AND INSTRUCTIONS" which is a part of this RFQF.
- \_\_\_\_\_ 2. I/We certify that we request MDOT to enter my sealed written SOQ on my behalf into the MAGIC System.
- \_\_\_\_\_ 3. I/We certify that we are requesting technical assistance from MDOT during the Live Reverse Auction and understand the technical assistance by MDOT will be located at the William J. "Billy" McCoy Building (Mississippi Department of Transportation Building), 401 N. West Street, 5<sup>th</sup> Floor, Procurement Division, Jackson, MS 39201, or other designated location.

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

(Print or Type)

**The instructions in Section 10.0 are for the electronic submittal of the SOOs by the vendor in the MAGIC System.**

Please refer to sections **2.5 on page 1** of the RFQF packet for further information on the electronic submittal of the RFQF in the MAGIC System.

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

MELINDA L. MCGRATH, P.E., EXECUTIVE DIRECTOR  
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Mississippi Department of Transportation  
Jackson, MS. 39201-1091

**PROPOSAL FOR FURNISHING  
FURNISHING SHEET TYPE RETROREFLECTIVE  
MATERIALS**

**RFQF NO. 3140001502**

The quote submitted by the vendor is not the price MDOT will use for the purchase of Aluminum Sign Blanks. The quote submitted will help determine the starting price of the Live Reverse Auction. Please refer to **2.3 on page 1** of the RFQF packet for information in determining the starting price of the Live Reverse Auction.

Sir/Madam: Please complete the item below for furnishing a quote pursuant to the RFQF : Pursuant to

Pursuant to your RFQF to be received until **2:30 PM., Tuesday, September 4, 2018.** I/We \_\_\_\_\_ residing at \_\_\_\_\_ do submit our SOQ for furnishing the following in accordance with the "Standard Specifications for Road and Bridge Construction" adopted 2017 (**Attachment B**), 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.

We propose to furnish \_\_\_\_\_ (trade name or make) sheet reflective materials delivered anywhere in the State of Mississippi at the prices set out below. This material shall have a smooth, flat outer surface. It is to be supplied in rolls with a pre-coated pressure sensitive adhesive as specified on the Purchase Order, and must be applied without the necessity of additional adhesive coats on the reflective sheeting or on the surface to which the sheeting is to be applied, or other special processes. Any manufacturers recommendation, requirement, or procedure for applying ink, protective coating or etc. which will in any way affect the warranty of materials being bid are attached hereto.

Sheet type retroreflective material shall meet the requirements of the attached specifications (**Attachment B**).

This contract does not obligate the Department to purchase any specific items or quantities at any specific time. Deliveries shall be made within 30 days after receipt of each purchase order. Payment will be made on the basis of individual orders and as promptly as possible after receipt of materials and invoices.

In the event of a manufacturer's reduction in price occurring during the contract period which applied to the attached list, we (will) (will not) give you such manufacturer's reduction.

We guarantee delivery of any item within **30** days of receipt of order.

Our prices quoted in **U.S. DOLLARS ONLY** for furnishing Sheet Type Sign Retroreflective Materials , FOB, Mississippi Department of Transportation destinations shown and in the amount listed in **Attachment E**.

Quotation for furnishing Pavement Marking Materials will done on **Attachment E**. This attachment must be submitted with SOQ. Detailed of each description of each Aluminum Sign Blank can be in **Attachment E**.

**RFQF No. 3150001502**

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

**NAME:**\_\_\_\_\_  
(Print or Type)

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

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

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

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

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

**12.0 COOPERATIVE PURCHASE**

FINAL ACCEPTABLE DELIVERY, AS PER CONTRACT.

TO: SHEET TYPE SIGN RETROREFLECTIVE  
MATERIALS

FROM: PROCUREMENT DIVISION, MDOT

DATE: AUGUST 2018

We agree to extend the prices quoted for the Mississippi Department of Transportation Procurement Division in **RFQF No. 3140001502** for the period of **Commission Approval through September 30, 2020**, to the governmental entities indicated below.

Please indicate by checking the appropriate blank for the following:

Governing Authorities \_\_\_\_\_

Other State Agencies \_\_\_\_\_

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

NAME: \_\_\_\_\_

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

SIGNED BY: \_\_\_\_\_

\_\_\_\_\_

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

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

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

**13.0 MISSISSIPPI DEPARTMENT OF TRANSPORTATION  
CONTRACT TERMS AND CONDITIONS**

\_\_\_\_\_ 1. I/We certify that we have read and understand the "**MISSISSIPPI DEPARTMENT OF TRANSPORTATION CONTRACT TERMS AND CONDITIONS**" (ATTACHMENT F) and if awarded the proposed bid the "**TERMS and CONDITIONS**" will be followed accordingly.

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

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

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

SIGNED BY: \_\_\_\_\_

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

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

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

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

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

**14.0****CHECKLIST INFORMATION**

PLEASE BE SURE THE ITEMS CHECKED BELOW ARE SUBMITTED WITH YOUR SOQ. FAILURE TO DO SO MAY CAUSE YOUR SOQ TO BE CONSIDERED IRREGULAR AND BE REJECTED.

- (X) "PROPOSAL" COMPLETED AND ENCLOSED (SECTION 11.0)
- (X) " QUOTATION FOR SHEET TYPE SIGN RETROFELECTIVE MATERIALS (ATTACHMENT E)
- (X) EEV CERTIFICATION AND AGREEMENT (ATTACHMENT D)
- (X) FOR MANUALLY SUBMITTED SOQs ADDRESSED AS PER SAMPLE (SECTION 9.0)
- (X) CORRECT RFQF NUMBER IS USED IN ADDRESS (FROM PROPOSAL PAGE)
- (X) LIVE REVERSE AUCTION REQUEST FOR TECHNICAL ASSISTANCE INITIALED (SURROGATE BIDDING ASSISTANCE, IF NEEDED) (SECTION 9.0)
- (X) COOPERATIVE PURCHASE AGREEMENT-SECTION 12.0 (IF APPLICABLE)
- (X) ACKNOWLEDGEMENT OF MDOT CONTRACT TERMS AND CONDITIONS (SECTION 13.0)
- ( ) FIVE PERCENT (5%) RFQF BOND ENCLOSED (5% OF THE TOTAL BID)
- ( ) ONE HUNDRED PERCENT (100%) BID BOND ENCLOSED (100% OF THE TOTAL BID)
- ( ) SPECIAL RFQF BOND \$\_\_\_\_\_ ENCLOSED
- ( ) MISSISSIPPI CONTRACTOR CERTIFICATE OF RESPONSIBILITY NUMBER
- ( ) CONTRACT DOCUMENT SIGNED AND RETURNED
- ( ) SPECIFICATIONS
- (X) DETAILED LITERATURE TO PROVE COMPLIANCE WITH SPECIFICATIONS

