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NOTICE AND INSTRUCTIONS

RFX No. 3140003791

1.0 GENERAL

The Mississippi Transportation Commission (MTC) intends to use the Reverse Auction process to award various types and sizes of **Aluminum Sign Blanks** for the Mississippi Department of Transportation (MDOT). 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 bidders to participate in the Live Reverse Auction.

2.0 STATEMENT OF QUALIFICATION

2.1 STATEMENT OF QUALIFICATION SUBMITTAL DEADLINE

Statements of Qualifications (SOQs) in response to this RFQF will be accepted until **Monday, March 18, 2024 at 10:30 AM CST**. An SOQ may be submitted in hard copy form at the William J. "Billy" McCoy Building, (Department of Transportation Building), Procurement Division, 5th Floor, 401 N. West, Jackson, Mississippi, 39201 or electronically into the MAGIC Procurement Portal as described herein.

2.2 RESPONSE AUCTION NOTIFICATION

The Reverse Auction process will be restricted and limited to qualified bidders that meet the bid requirements and Specifications of the RFQF. MDOT will notify all bidders 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. Bidders 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 bidders 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 bidder 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 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%20search/Contract).

Please use the websites above to search for RFX No. 3140003791

2.6 ELECTRONIC RFQF SUBMITTAL ASSISTANCE

Bidder must have the RFQF 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 RFOF.

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/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 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.

2.7 SEALED PAPER RFQF 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, 5th Floor, 401 N. West, Jackson, Mississippi, 39201 until **Monday, March 18, 2004 at 10:30 AM CST.**

2.8 SEALED PAPER RFQF 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 RFQF SPECIFICATIONS

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

Please notify the MDOT Procurement Division if there is a need for sign blank drawings.

4.0 LIVE REVERSE AUCTION

4.1 LIVE REVERSE AUCTION INTRODUCTION

The items in Section 4.0 apply for bidders who are prequalified to participate in the Live Reverse Auction. The Live Reverse Auction process will be restricted and limited to qualified bidders 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

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

4.3 BIDDER PARTICIPATION IN THE LIVE REVERSE AUCTION

If a bidder is unable to participate in a Live Reverse Auction through the MAGIC System, the bidder 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 bidder 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 bidder is participating electronically in a Live Reverse Auction, the bidder 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 bidder, the need to pause the Live Reverse Auction, or the level of bidding activity within the last few moments of the auction.

In addition, the closing of the reverse auction time may be changed with the agreement of MDOT and all bidders. Examples of reasons to change an auction include, but are not limited to, technical difficulties experienced by MDOT or bidder, the need to pause the Live Reverse Auction, or the level of bidding activity within the last few moments of the auction.

4.6 BIDDER COMMUNICATION DURING LIVE REVERSE AUCTION

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

4.7 BIDDER REMOVAL DURING LIVE REVERSE AUCTION

Bidders 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 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 **Monday, March 11, 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.

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.

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.

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

Conditional or qualified SOOs will not be considered.

6.2 SELAED 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.

7.0 GENERAL BIDDER INSTRUCTIONS

7.1 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 SOQs and to accept all or only certain units of any bid. 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.

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 SOQs 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.

Failure to respond on three contract advertisements may 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>

7.2 DISCLAIMER

MDOT makes no claims, promises, or guarantees about the accuracy, completeness, and timeliness of the manual entry of the SOQ or the Technical Assistance provided during a Live Reverse Auction. MDOT provides manual entry of the SOQ and Technical Assistance as a service to vendors who do not have access to the electronic bidding through MAGIC. Each vendor will be required to be present and be required to verify the accuracy of each bid entered for the vendor by Technical Assistance. No warranty of any kind, implied, expressed, or statutory, including, but not limited to, the warranties of non-infringement of third party rights, is given with respect to the content of the MAGIC website or the electronic bidding section of the MAGIC website. In no event shall the State of Mississippi, its agencies and/or its employees be liable for any damages related to the access and use of the MAGIC website – regardless of the cause and/or the theory of liability pursued.

7.3 OFFICE CLOSURE

If the location of the bid opening to the public 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 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.

8.0 AWARD INSTRUCTIONS

8.1 AWARD CRITERIA

Only bidders meeting the MDOT Specifications and RFQF requirements will be allowed to participate in the Live Reverse Auction. Please refer to section **2.2 on page 1** for information on the qualification process of the Live Reverse Auction.

Award will be made based on the lowest **the lowest sum total of all items** during the Live Reverse Auction meeting the Mississippi Department of Transportation specifications and RFQF requirements.

DELIVERY REQUIREMENTS: DELIVERY MUST BE MADE BY JUNE 30, 2024

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

No award will automatically result from a Live Reverse Auction, and MTC will review the results of the Live Reverse Auction and make a determination of award, if any, in a timely manner.

8.2 AWARDED BIDDER INSTRUCTIONS

If award is made by the MTC, a contract will be forwarded to the successful bidder(s). 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.

9.0 RFQF SUBMITTAL INSTRUCTIONS FOR A SEALED PAPER SOQ

The instructions in **Section 9.0** are for the submittal of the SOQ to be entered manually by an MDOT representative. The bidder has chosen not to submit the SQQ 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 bidder in the MAGIC System.

SQQs must be submitted in sealed envelope(s).

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

Sign your SOQ and return it, as shown above.

STREET DELIVERY:

RFQF NO. 3140003791
PROCUREMENT DIVISION (5TH
FLOOR) WILLIAM J. "BILLY"
MCCOY BUILDING
MS DEPT. OF TRANSPORTATION
401 NORTH WEST STREET
JACKSON MS 39201

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, 5th Floor, Procurement Division, Jackson, MS 39201, or other designated location.

COMPANY: _____ NAME: _____
(Print or type)

ADDRESS: _____ SIGNATURE: _____
_____ TITLE: _____

PHONE: _____ DATE: _____

FAX: _____

EMAIL: _____

Sign your SOQ 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

10.0 SOQ ELECTRONIC SUBMITTAL INSTRUCTIONS

The instructions in Section 10.0 are for the electronic submittal of the SOQ by the bidder in the MAGIC System.

Please refer to sections **2.5 and 2.6 on pages 1 and 2** 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 SOQ , and by submitting an electronic SOQ, the bidder acknowledges and certifies that it has read and understands the **"NOTICE AND INSTRUCTIONS"** which is a part of this RFQF.

BRAD WHITE
EXECUTIVE DIRECTOR
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

**11.0 PROPOSAL
PROPOSAL**

FOR ALUMINUM SIGN BLANKS

RFX NO. 3140003791

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

Pursuant to your advertisement for proposals to be received until **10:30 AM CST, Monday, March 18, 2024.** I/We _____ residing at _____

_____ do submit our bid for furnishing the following in accordance with the "Standard Specifications for Road and Bridge Construction" adopted 2017, and any amendment made thereto, 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 **U.S. DOLLARS ONLY** for furnishing **ALUMINUM SIGN BLANKS**, FOB, Mississippi Department of Transportation, Sign Shop, Jackson, MS

The bidder, meeting all terms and conditions of the proposal, that submits **the lowest sum total of all items** during the Live Reverse Auction will be awarded the contract for purchase for Aluminum Sign Blanks. Each line reflects the quantity needed by MDOT.

If awarded contract, we agree to make delivery of the ALUMINUM SIGN BLANKS within forty-five (45) calendar days of the date of the issuance of the purchase order. In the event that delivery of ALUMINUM SIGN BLANKS exceeds ninety (90) days from the date of the issuance of the purchase order, you may cancel the contract and purchase the undelivered items on the open market. In the event delivered prices on the open market are higher than the canceled contract prices, you may charge us with the difference between the prices paid and the prices quoted in our bid plus late delivery charges in the amount of five (5) percent of the value of the undelivered items for each working day until a purchase order is issued to another vendor for the undelivered quantities of ALUMINUM SIGN BLANKS by the Mississippi Transportation Commission.

Quotation for furnishing Aluminum Sign Blanks will be 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**. The quotations on Attachment E will **not be used to award the contract.** The quotations will be used to help determine the starting price for the reverse auction. The results from the Reverse Auction will award the contract.

COMPANY: _____

NAME: _____
(Print or type)

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

PHONE: _____

DATE: _____

FAX: _____

EMAIL: _____

12.0 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 D**) 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 D 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: _____

13.0 INOVICING 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 vendor to MDOT for the purchase of Aluminum Sign Blanks if a contract is awarded to the bidder.

BIDDER
NAME:

ADDRESS:

14.0 CHECKLIST INFORMATION

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

- (X) “NOTICE AND INSTRUCTIONS” – signed and enclosed (Section 9.0, Sealed Bid Submittal)
- (X) Correct RFX number is used in address – (final portion of Section 9.0,)”
- (X) “PROPOSAL” – completed and enclosed (Section 11.0)
- (X) Acknowledgement of MTC “CONTRACT TERMS AND CONDITIONS” – (Section 12.0)
- (X) Invoicing and Payment- (Section 13.0)
- (X) “EEV CERTIFICATION AND AGREEMENT” – Employment Eligibility Verification, signed and enclosed **Attachment C**
- (X) “QUOTATION PAGE ALUMINUM SIGN BLANKS” **Attachment E**