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### **Attachments:**

**Attachment A: RFX Response in MAGIC**

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

**Attachment C: E-Verify**

**Attachment D: Pricing Pages**

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

## **1.0 NOTICE AND INSTRUCTIONS TO EQUIPMENT RENTAL VENDORS**

The Mississippi Transportation Commission (MTC) intends to utilize the Sealed Bid Process to award an agency contract for the rental of equipment for the Mississippi Department of Transportation (MDOT). The contract period shall be **July 1, 2020 through June 30, 2021**

### **2.0 BID SUBMITTAL**

#### **2.1 SUBMITTAL DEADLINE**

Sealed competitive bids will be received until **2:30 P.M. on Thursday, April 9, 2020** 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 ELECTRONIC BID SUBMITTAL**

**Sealed Competitive Bids 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/Bid?autoloadGrid=False](https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=False)

Please use the websites above to search for RFX No. 3160003541

**Attachments C and D need to be submitted with bid**

#### **2.3 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.

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

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 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.



## **2.4 SEALED PAPER COMPETITIVE BID SUBMITTAL**

If the vendor 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 **2:30 P.M., Thursday, April 9, 2020.**

## **2.5 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.**

**Attachments C and D need to be submitted with bid.**

## **3.0 PRODUCTS AND SPECIFICATIONS**

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

## **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 **10:00 A.M., Thursday, April 2, 2020.** The Mississippi Department of Transportation Procurement Division may be reached at telephone number 601-359-7300 or facsimile number 601-359-7302.

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 VENDOR INSTRUCTIONS**

### **5.1 INSTRUCTIONS FOR VENDORS**

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 proposal 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 us 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, Vendor will be removed from the list of eligible bidders for a period of (6) six months.

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>

### **5.2 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 Vendors/Contractors, 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 Vendor/Contractor 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 VENDOR AWARD INSTRUCTIONS**

### **6.1 AWARD CRITERIA**

This bid will be awarded to each responsive vendor. The lowest responsible bidder in the District where the equipment is needed, with suitable equipment immediately available, will be contacted first and then the next lowest, until the required equipment is obtained. If the equipment is not available within the District, the lessee will search awarded responsible bidders statewide and select the vendor based on availability and cost.

### **6.2 AWARDED VENDOR INSTRUCTIONS**

If award is made by the MTC, a contract will be forwarded to the successful bidder. Upon receipt of the properly executed contract by the Mississippi Department of Transportation Procurement Manager, a Notice to Proceed or a Purchase Order will be issued. Any action by a bidder prior to the receipt of the Notice to Proceed or 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**

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 thirty-six (36) months, twelve (12) months at one time, upon written acceptance of both parties.

### **6.4 CANCELATION 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, Travel and Fleet Management of the Mississippi Department of Finance and Administration.

## 7.0 SUBMITTAL INSTRUCTIONS FOR A SEALED PAPER COMPETITIVE BID

**The vendor 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 3160003541  
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 are a part of this bid.

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

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

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.

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

## 8.0 COMPETITIVE SEALED BID ELECTRONIC SUBMITTAL INSTRUCTIONS

**The instructions in Section 9.0 are for the electronic submittal of the bids by the vendor in the MAGIC System.**

Please refer to sections **2.2 and 2.3 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 vendor acknowledges and certifies that it has read and understands the **"NOTICE AND INSTRUCTIONS"** which is a part of this bid.

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



## 9.0 PROPOSAL

### PROPOSAL FOR MASTER EQUIPMENT RENTAL CONTRACT

July 1, 2020 THROUGH June 30, 2021

Mississippi Transportation Commission  
Department of Transportation  
401 N. West Street  
Jackson, MS. 39201

Gentlemen:

Pursuant to your advertisement for proposals to be received until **2:30 P.M., Thursday, April 9, 2020** 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.

#### **Scope of Work**

You are invited to submit a bid for various items of rental equipment on an as needed basis for a one year period beginning July 1, 2020 through June 30, 2021. The intent of this contract is to have available multiple sources for renting equipment, specialty vehicles, heavy road working equipment, shop equipment, tools, etc. with guaranteed pricing. Suppliers shall submit the pricing sheet listing the equipment and their corresponding rate. Vendors do not have to bid on all the equipment on Attachment D. Vendors can bid on any products they wish. **Attachment D** will have a section that will allow the vendor to rent any other equipment at a discount percent off their current price list for equipment that is not listed on **Attachment D**. Please list a discount percentage for rental of equipment that is not listed on the attachment.

Purchase orders will be issued on an as needed basis during the contract term.

This bid will be awarded to each responsive vendor. The lowest responsible bidder in the District where the equipment is needed, with suitable equipment immediately available, will be contacted first and then the next lowest, until the required equipment is obtained. If the equipment is not available within the District, the lessee will search awarded responsible bidders statewide and select the vendor based on availability and cost.

The Notice and Instructions (only if submitting via seal paper) and the Proposal must be signed and returned along with your Equipment Rental Specifications and Pricing Page (**Attachment D**.) The Notice and Instructions along with the Proposal, Equipment Rental Specifications and Pricing Page (**Attachment D**), and the purchase order, constitutes the entire agreement between the Mississippi Transportation Commission and the bidder. No other agreement will be executed for rental equipment. The lessor may require a signed receipt, verifying actual delivery of rental equipment.

At its discretion, MDOT may pick up equipment or require delivery. Equipment will be picked up and returned during the Vendor's normal business hours.

Equipment will be provided in an operable, safe and reliable condition free of mechanical deficiencies that may impact operation. It will meet Federal and State safety requirements. At delivery and return, an MDOT representative will inspect the equipment and make a determination regarding deficiencies or existing damage.

Rented equipment will be provided to MDOT with full fuel tanks and with other fluid levels topped off. MDOT will fill fuel tanks and fluid reservoirs prior to returning the equipment to the vendor.

The Mississippi Transportation Commission is self-insured and will not be required to purchase casualty and liability insurance on the rented equipment. Normal wear and tear and incidental, minor repairs will be the responsibility of the bidder.

The Mississippi Transportation Commission pays invoices for goods and services within the time frame allowed by Mississippi statutes.

All questions including, but not limited to, questions of interpretation, construction, and performance shall be governed by the laws of the State of Mississippi, and any litigation with respect to this contract will be brought in a court of competent jurisdiction in the State of Mississippi.

**Vendors must submit the Proposal (Section 9.0) when submitting their bid this includes submitting the bid electronically and sealed paper.**

RFX 3160003541

PRICING TO BE INDICATED ON ATTACHED SHEETS: **ATTACHMENT D**

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

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

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

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

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

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

**10.0 COOPERATIVE PURCHASE**

**FINAL ACCEPTABLE DELIVERY, AS PER CONTRACT.**

**TO: EQUIPMENT RENTAL VENDORS**

**FROM: PROCUREMENT DIVISION,**

**MDOT DATE: MARCH 2020**

**We agree to extend the prices quoted for the Mississippi Department of Transportation Procurement Division in RFX 3160003541 for the period of July 1, 2020, through June 30, 2021, to the governmental entities indicated below.**

**Please indicate by checking the appropriate blank for the following:**

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

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

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

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

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

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

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

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

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

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

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



**11.0 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 E)**" and if awarded the proposed bid the "**TERMS and CONDITIONS**" will be followed accordingly.

**ATTACHMET E** does not need to be completed. The vendor just needs to acknowledge that the terms and conditions have been read. An agency contract will be sent the vendor after the contract is awarded.

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

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

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

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

\_\_\_\_\_

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

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

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

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

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

## **12.0 CHECKLIST INFORMATION**

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

- (X) "NOTICE AND INSTRUCTIONS" SIGNED AND ENCLOSED (SEALED PAPER COMPETITIVE BID SUBMITTAL) (SECTION 7.0)
- (X) "PROPOSAL" COMPLETED AND ENCLOSED (SECTION 9.0)
- (X) ACKNOWLEDGEMENT OF MDOT CONTRACT TERMS AND CONDITIONS (SECTION 11.0)
- (X) COOPERATIVE PURCHASING AGREEMENT (IF APPLICABLE) (SECTION 10.0)
- (X) CORRECT RFX NUMBER IS USED IN ADDRESS (FROM PROPOSAL PAGE)
- (X) EEV CERTIFICATION AND AGREEMENT (ATTACHMENT C)
- (X) PRICING PAGES (ATTACHMENT D)