

MS Department of Public Safety

Invitation for Bid Bid #3160001398 Instructions and Special Conditions Trousers

Purpose: The purpose of this Invitation for Bid is to establish a contract to purchase Men and Women Trousers for the MS Highway Patrol (MHP)

**Terms &Renewal
of Contract**

The term of the contract shall be for a period of twelve(12) months. Upon mutual agreement by both parties, the successful bidder shall have an option to renew up to four (4) additional twelve (12) months. The effective date is expected to be April 1,2017.

Bid Opening:

Bid(s) will be opened publicly, Wednesday, March 1, 2017, at 10:00 a.m., Central Standard Time, in the Procurement Department, 4th Floor, Room 402, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216.

**Instructions
to Bidders:**

All vendors must be registered with the State of Mississippi. If not registered, please go to <http://www.mmrs.state.ms.us/vendors/index.shtml> to register your company and receive a supplier number. Once on the website, click on "Supplier (Vendor) Self-Service". Then click on "[State of Mississippi Supplier Registration](#)". If you need instructions on how to register, click on the supplier training tab.

Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in the Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Supplier may also submit a valid W-9 to the following:

MS Department of Finance and Administration
P.O. Box 1060
Jackson, MS 39215-1060

Or

MS Department of Finance and Administration
501 North West Street, Suite 701-B
Jackson, MS 39215-1060

Phone: 601-359-3538
Fax: 601-359-5525
Email: ofmmagic@dfa.ms.gov

Bids must be submitted and received on or before, March 1, 2017, 10:00 a.m., Local Time. Regardless of the reason, bid(s) received after this date and time will not be accepted. One original copy of bid must be submitted in an envelope or package clearly marked with the information listed below to the address listed below:

MS Department of Public Safety

Procurement Department

4th Floor, Room 402

Bid # 3160001398 –MHP Men and Women Trousers

1900 East Woodrow Wilson Avenue

Jackson, MS 39216

If using a commercial delivery company, which requires that you use their shipping package, your bid should be sealed separately and labeled as stated above within the commercial packaging to prevent premature opening. Parties submitting a bid assume all risks of delivery. Facsimile or e-mail bids will not be accepted.

Vendors are encouraged but not required to submit one electronic copy through the Mississippi's Accountability System for Government Information and Collaboration at <https://portal.magic.ms.gov/irj/portal> which must include all information requested in this invitation for bid. No costs or expenses associated with providing this information in the required format shall be charged to the MS Department of Public Safety. All required documents must be submitted. It is the responsibility of the vendor to verify that all of the requirements for submitting the bid have been fulfilled. Bids not received in compliance with this requirement will be rejected. Facsimile or e-mail bids will not be accepted.

Online learning instructions on how to submit your bid electronically, can be obtained by logging onto the Mississippi Management and Reporting System website at www.mmrs.state.ms.us/vendors/index.shtml, next, click on "Supplier Training" and last, select the LOG820 Supplier Self-Service Course link and then "Launch Course."

If you have any questions regarding this invitation for bid, please contact Britney Wesley by phone at (601) 987-1407 or Sonya Toaster at (601) 987-1305. You may email Britney Wesley at bjwesley@dps.ms.gov or Sonya Toaster at stoaster@dps.ms.gov. The MDPS reserves the right to reject any and/or all bids and to waive all informalities.

Bidder

Responsibility:

Bidders must, upon request of the MS Department of Public Safety, provide satisfactory evidence of ability to furnish products or services in accordance with the terms and conditions of the specifications. The MS Department of Public Safety, reserves the right to make the final determination as to the bidder's ability.

Invitation to Bid:

All information requested on the Invitation for Bid Form must be completed.

Quantity:

The exact total number of trousers that will be ordered is not known. The approximate total quantity of trousers that is estimated to be purchased is five hundred (500); the MS Department of Public Safety does not guarantee that the agency will purchase any specified total. The omission of an exact quantity does not indicate a lack of need, but MSDPS would like to allow for minor modifications to increase or decrease the initial quantity if the need changes.

Confidential Information:

Confidential information shall mean all materials, documents, and data furnished to the successful bidder. The successful bidder shall provide to the MS Department of Public Safety a letter that the successful bidder agrees to protect all confidential information. Any liability resulting from the wrongful disclosure of confidential information on the part of the successful bidder shall rest with the successful bidder.

Award Criteria:

The award will be made to the best bid or bids. Factors to be considered in determining the best bid include:

Bottom Line Figure
Conformity with specifications
Responsibility of the bidder

Award:

The award will be made to the lowest and best bid. Since bid is being awarded to the lowest and best bid, Bidder must bid on all items. Failure to bid on all items will cause for rejection of bid.

Notice of Award:

Upon completion of the bid evaluation process, the MS Department of Public Safety will mail letters to the vendor or vendors who have submitted the apparent low bid(s) meeting specifications.

Delivery

F.O.B. destination freight prepaid by successful bidder to the Mississippi Highway Safety Patrol, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216 during normal business days, between the hours 8:00 a.m. to 5:00 p.m., central time, except all observed state holidays. If delivery date falls on a holiday or weekend, delivery will be made on the following business day.

Firm Bid Price:

Prices quoted shall be firm for the first twelve (12) months of the contract.

Price Adjustment:

Price increases will not be allowed during the first twelve (12) months of this contract. Price increases may be considered during the renewal of this contract for an additional twelve (12) months being effective June 1 of that extension year. Requests for price increases shall be submitted no later than February 1 of the extension year. Requests for price increases shall be in the form of a letter from the successful bidder. This letter shall indicate the contract number, the new price(s) for each item for which a change is being requested. Enclosed with the letter requesting a price increase shall be a copy of the manufacturer's notice of actual cost increase when applicable. The manufacturer's notice shall identify the product(s) by brand name and shall indicate the price increase as well as the contractor's new cost for the item(s). The manufacturer's notice shall also be signed by an authorized corporate official, with printed name, title, address and phone number to allow for verification of price increase. Upon such receipt of such request for price increase the Mississippi Department of Public Safety reserves the right to approve or disapprove the request and will notify the contractor prior to the propose effective date. If approved, the new pricing will take effect on the effective date set forth in this paragraph.