



MISSISSIPPI STATE DEPARTMENT OF HEALTH

INVITATION FOR BID

Issue Date: May 2, 2017

RFx NO 3160001523

The Mississippi State Department of Health plans to purchase the following, and invites your bid:

Printing: Toolkits for Mayoral Health Councils as per attached specifications:

Quantity 300	(Virgin stock) Each \$	_____	Total \$	_____
	(Recycled stock) Each \$	_____	Total \$	_____

BID COORDINATOR
Jennifer Dotson, Purchasing Director
Mississippi State Department of Health
P. O. Box 1700
Jackson, MS 39215-1700
Telephone: 601-576-7627
E-Mail: Jennifer.Dotson@msdh.ms.gov

CLOSING DATE AND TIME

Bids must be received by 10:30 a.m., CST/DST, May 19, 2017

TERMS AND CONDITIONS:

E-Verify Compliance – Contractor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein "status verification system" means the Illegal Immigration Reform and Immigrations Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic certification system replacing the E-Verify Program. Contractor/Seller agrees to maintain records of such compliance and upon request of the State, provide a copy of each such verification to the State. Contractor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor/Seller understands and agrees that any breach of these warranties may subject Contractor/Seller to the following: (a) termination of the Agreement and Ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such (b) the loss of any license, permit, certification or other document granted to Contractor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor/Seller would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

E-Payments – Payments by The Mississippi State Department of Health shall be made and remittance information provided electronically as directed by The State of Mississippi. These payments shall be deposited into the bank account of the Contractor's Choice. The State may, at its sole discretion, require the Contractor to submit invoices and supporting documentation electronically at any time during the terms of this agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

Applicable Law – This purchase shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of law provisions, and any litigation with respect thereto shall be brought in the courts of the State of Mississippi. The vendor shall comply with applicable federal, state and local laws and regulations.

Payment Terms – MS Code Section 31-7-305(3) allows a state entity to pay invoices within 45 days without penalty.

Bid terms are welcome, however, they will not be used as criteria for awarding the bid.

All bids to be f.o.b. destination.

Prospective bidders are to contact Jennifer Dotson, (601) 576-7627 by e-mail at Jennifer.Dotson@msdh.ms.gov with any questions regarding this bid. Questions shall be submitted in time to be received at least (5) days prior to the IFB closing time and date.

It is incumbent upon each bidder to carefully examine the specifications, terms, conditions, etc. As stated above, all inquiries, requests, etc. concerning interpretation, clarification or additional information shall be made in writing either by E-Mail or by mail to Jennifer Dotson, Purchasing Director, P. O. Box 1700, Jackson, MS 39215-1700 or 570 E Woodrow Wilson, Jackson, MS 39216. The Mississippi State Department of Health (MSDH) will not be responsible for any oral representation(s) given by any employee, representative, or others. The issuance of a written addendum is the ONLY official method by which interpretation, clarification or additional information can be given.

If it becomes necessary to revise or amend any part of this IFB, notice will be given to all prospective bidders who were sent a bid packet. Bidder must acknowledge receipt of amendments in their bid response. Each bidder should ensure that they have received all addenda and amendments to this IFB before submitting their response.

The Mississippi State Department of Health reserves the right to define equals, to reject any or all bids, and waive all informalities. The MSDH also reserves the right to request award of the IFB to the lowest and best overall bid.

Contract may be canceled for cause for either party with the giving of 30 days written notice of intent to cancel. Cause for the State Department of Health to cancel shall include, but is not limited to, cost exceeding current market prices for comparable purchases; requests for increase in prices during the period of the contract; or failure to perform to contract conditions. The Contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the contractor within a period of 30 days following the date of expiration or cancellation. Cancellation by the State Department of Health does not relieve the Contractor of any liability arising out of a default or nonperformance.

Prior to the time specified for the bid opening, sealed bids along with any other documentation required must be hand delivered or mailed to Mississippi State Department of Health, PURCHASING DEPARTMENT, ROOM 137A, THE UNDERWOOD BUILDING, 570 E. WOODROW WILSON, JACKSON, MISSISSIPPI 39216 OR POST OFFICE BOX 1700, JACKSON, MS 39215-1700.

Bids must be received, dated and time stamped prior to 10:30 a.m., CST/DST, Friday, May 19, 2017 at which time bids will be opened. No bids will be accepted after the established bid opening time. Bids will be opened and read at 10:30 a.m., CST/DST in Suite 134 Conference Room, Underwood Building, 570 E. Woodrow Wilson, Jackson, Mississippi.

In addition, it is requested that bidders also submit a bid on-line in the State of Mississippi electronic procurement system, MAGIC, however, it is not mandatory. In order to submit bids, bidders must be registered as a vendor in MAGIC system and have an I.D. number and password assigned at the time of registration. Technical assistance may be found at <http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/>

If a bidder submits both a paper bid and an on-line bid, the paper bid will take precedence if there is a discrepancy between the two.

No facsimile (FAX) bids will be accepted. This bid must be signed by a person with authority to bind the bidder. Failure to comply with this provision, any other provision of this Invitation for Bid, or any provision of State or Federal Law or regulation regarding the submission of bids will cause the bid to be rejected.

Submitted bids/responses will be available for review at the bid opening.

All bidders are invited and encouraged to attend the bid opening to review the submitted bids. After the close of the bid opening, the bids will be considered to be in the evaluation process and will not be available for review by bidders.

Any award notice, successful or unsuccessful, will be provided in written form and sent to all participants of the IFB.

PLEASE MARK YOUR ENVELOPE: Bid Due 10:30 a.m. CST/DST, May 19, 2017
RFx # 3160001523

NAME OF COMPANY _____

QUOTED BY _____

SIGNATURE _____

TELEPHONE _____

E-MAIL _____

(If the agency, MSDH, 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 agency shall be open 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 the closure of the agency 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.)

RFx #3160001523 Specifications:

Printing of Toolkits for Mayoral Health Councils

Toolkits

White Clear View binders with printed inserts for cover and spine

Printed on 100# Gloss Cover

Binder will need 6" in height pocket inside back cover of binder.

Quantity 300

Inside binder

Will be seven different 9.5 x 12" pocket folders (printed 2-sided)

each folder is a different color will have full bleeds. 4cp

Will need to be three hole punched.

Printed on 120#. White gloss coated cover

Seven different full size saddle stitched books inside pocket folders.

Folder 1 – has two 11 x 17" sheet folded to make eight 8.5 x 11" Pages.

Three 8.5 x 11" pages inserted into folder pocket two color

Folder 2 – has four 11 x 17" sheet folded to make twelve 8.5 x 11" pages

Folder 3 – has five 11 x 17" sheet folded to make twenty 8.5 x 11" Pages.

Nineteen 8.5 x 11" pages inserted into folder pocket, two color

Folder 4 – has four 11 x 17" sheet folded to make twelve 8.5 x 11" pages

Five 8.5 x 11" pages inserted into folder pocket, two color

Folder 5 – has four 11 x 17" sheet folded to make twelve 8.5 x 11" pages.

Six 8.5 x 11" pages inserted into folder pocket, two color

Folder 6 – has two 11 x 17" sheet folded to make eight 8.5 x 11" pages

Six 8.5 x 11" pages inserted into folder pocket, two color

Folder 7 – has two 11 x 17" sheet folded to make eight 8.5 x 11" pages

Three 8.5 x 11" pages inserted into folder pocket, two color

Printed on 100# gloss text, saddle stitched, 4cp/4cp

Folders and pages three hole punched. Inserted pages is not hole punched.

Seven Different Small Booklets

Reference Guide – 8 x 11", nine pages 2-sided, folded to make 36 – 4 x 11" pages

Evaluation – 8 x 11", five pages 2-sided, folded to make 20 – 4 x 11" pages

Using Media – 8 x 11", five pages 2-sided, folded to make 20 – 4 x 11" pages

Effective Meeting Guide – 8 x 11", six pages 2-sided, folded to make
24 – 4 x 11" pages

Telling Your Story – 8 x 11", six pages 2-sided, folded to make 24 – 4 x 11" pages

Role of Coordinator Guide, five pages 2-sided, folded to make 20 – 4 x 11" pages

Role of Mayor Guide, five pages 2-sided, folded to make 20 – 4 x 11" pages

All booklets printed on 100# gloss text each is saddle stitched 4cp/4cp and inserted into back pocket of binder.

Please provide quote for recycled and virgin paper.

A sample copy of the kit can be seen in the Office of Communications,
Suite 100, Osborne Building
570 East Woodrow Wilson, Jackson, Mississippi 39215
Please contact Sylvia Burnett at 601-576-7676.

Mississippi law requires that specifications be written so as to promote the use of products made from recovered materials. Therefore, bidders are asked to consider bidding on a product made from recovered materials; provided, however, that any product bid must be equal in quality, weight, texture, and color to the product required by these specifications. For the purposes of these specifications, a commodity made from recovered materials must be at least 20% post consumer waste as defined by EPA and ASTM.

Products made from recovered materials will be given a preference in the award procedure as follows:

- (1) The low bid which meets specifications will be determined.
- (2) If the low bid meeting specifications is made from recovered materials, then the award will be made to the vendor offering the low bid.
- (3) If the low bid is not made from recovered materials, then the award will be made to the low bid meeting specifications which is made from recovered materials, provided, however, that the price paid may not be more than ten percent (10%) higher than the lowest bid received.
- (4) If there are no bids for recycled products within ten percent (10%) of the lowest bid, then the award will be made to the vendor offering the lowest bid.