

# **MS Department of Public Safety**

## **Invitation for Bid Instructions and General Conditions Radiation Backpacks**

**Purpose:** The purpose of this Invitation for Bid is to establish a one-time purchase of two (2) Radiation Backpacks.

**Bid Opening:** Bids will be opened publicly, Friday, **March 31, 2017 at 10:00 a.m.**, Central Standard Time, in the Procurement Department, 4<sup>th</sup> 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: [ofnmmagic@dfa.ms.gov](mailto:ofnmmagic@dfa.ms.gov)

Bids must be submitted and received on or before, March 31, 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 following address listed below:

*MS Department of Public Safety  
Procurement Department  
4<sup>th</sup> Floor, Room 402  
**Bid # 3160001452**  
**Radiation Backpacks**  
1900 East Woodrow Wilson Avenue  
Jackson, MS 39216*

**Bids not received in compliance with this requirement will be rejected. Facsimile or e-mail bids will not be accepted.**

Vendors are also 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 shall 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 should be submitted and the vendor should be responsible for verifying that all of the requirements for submitting the bid have been fulfilled.

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](http://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 are having problems submitting your bid electronically, please contact the MAGIC Support Center at 601-359-1343 or email at [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).

If you have any questions regarding this invitation for bid, contact Betsy Toles by phone at (601) 987-1467 or Sonya Toaster at (601) 987-1305. You may email Betsy Toles at [btoles@dps.ms.gov](mailto:btoles@dps.ms.gov) or Sonya Toaster at [stoaster@dps.ms.gov](mailto:stoaster@dps.ms.gov). The MS Department of Public Safety (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 to 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 estimated total number of Radiation Backpacks to be purchased is 2. The exact total number that will be ordered is not known. 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 rather a lack of future purchasing information.

**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 lowest and 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:**

An award will be made to the lowest and best bid. Bidder must bid on all items.

**Notice of Award:**

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

**Delivery**

F.O.B. destination freight prepaid by successful bidder to the Mississippi Highway Safety Patrol, 1900 E. Woodrow Wilson Ave., 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.

**Notes:**

It is the intent of the specifications to obtain a product that will adequately meet the needs of the agency while promoting the greatest extent of completion that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation for Bid packet and to notify the Procurement Department of the MS Department of Public Safety if the Specifications, Instructions and Special Conditions, or the General Conditions are formulated in a manner which would unnecessarily restrict completion. Any protest or questions concerning the specifications or bidding procedures must be received in writing in the MS Department of Public Safety, Procurement Office, not less than 72 hours prior to the time and date set for the bid opening.