REQUEST FOR QUOTE FORMAL REVERSE AUCTION

RFQ Number: 3140003022
To Provide: **RIBBONS AND LABELS**

Issue Date: 04/08/2022

Closing Location

Mississippi Department of Revenue
500 Clinton Center Drive
Clinton, MS 39056

BID Coordinator

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Closing Date and Time:

Bids must be received by May 10, 2022, 12:00 p.m. (CST)

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MISSISSIPPI DEPARTMENT OF REVENUE
Invitation for Bid
RIBBONS and LABELS

Section I
GENERAL CONDITIONS – REVERSE AUCTIONS

ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH ALL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY THIS OFFICE WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL BIDDERS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.

1.0 Definitions

The use of the word "agency" in any Bid Invitation solicitation or specification shall be intended to mean state agencies only. The words "governing authority" when used shall be intended as meaning city, county or other local entities.

2.0 Preparation of Bids

2.1 Bids and/or Quotes may be submitted through the State of Mississippi's e-procurement system (MAGIC) or in person to the Mississippi Department of Revenue ("DOR" or "the Department"). Paper bids are allowed. All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing bid.

2.2 To submit bids electronically, bidders must ensure they are registered in the MAGIC system and have received a login, password, and supplier number and that all technical requirements have been met.

2.3 If a bidder is unwilling or unable to participate through MAGIC, a DOR representative can enter the Vendor's bid(s) manually (i.e., Surrogate bidding).

2.4 Bidders participating in person by surrogate bidding must so indicate in their response to the initial Request for Quote-Formal (RFQF).

2.5 Failure to examine any drawings, specifications, and instructions will be at bidder's risk.

2.6 Price each item separately. Unit prices shall be shown. Bid prices must be net.

2.7 It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the bidder.

2.8 Bidders must furnish all information requested in the bid specifications. Further, when required, each bidder must submit for bid evaluation cuts, sketches, descriptive literature

and technical specifications covering the product offered. Reference to literature submitted with a previous bid or on file with DOR will not satisfy this provision.

2.9 Samples of items, when requested, must be furnished free of expense, and if not destroyed in testing will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, State of Mississippi commodity number, bid number and item reference.

2.10 Time of performance. The number of calendar days in which delivery will be made after receipt of order shall be indicated in the bid specifications.

3.0 Bid Submission

3.1 When submitting a bid electronically, the authorized signature may be typed or be an electronic signature.

3.2 Bids and modifications or corrections received after the closing time specified will not be considered.

3.3 When submitting the response to the RFQF in MAGIC, bidder must ensure all questions have been answered within the RFQF and all proposed items in bid have a response.

3.4 Bidders submitting paper responses should submit responses to the DOR by the response deadline.

4.0 Acceptance of Bids

DOR reserves the right to reject any and all bids, to waive any informality in bids and unless otherwise specified by the bidders, to accept any items on the bid. The State reserves the right to modify or cancel in whole or in part its Invitation for Bids.
If a bidder fails to state the time within which a submitted will expire, it is understood and agreed that DOR shall have 60 days to accept.

5.0 Error in Bid

If a vendor is participating in a Live Auction, the vendor can notify DOR in the event of an erroneous bid via the chat message feature. Erroneous bids, where the mistake is apparent to DOR, may be deleted during the live auction.

6.0 Special Discount Period

Time in connection with a special discount offered will be computed from date of delivery at destination or from the date correct invoices are received, if the latter date is later than the date of delivery. Cash discounts will not be considered in the award process.

7.0 Award

7.1 Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, the State reserves the right to determine the low bidder either on the basis of the individual item(s) or on the basis of all items included in its Invitation for Bids, or as expressly provided in the State's Invitation for Bids.

7.2 A written purchase order or contract award furnished to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall consist solely of these General Conditions, the Instructions and Special Conditions, the successful bidder's bid, and the written purchase order or contract award. The contract shall not be assignable in whole or in part without the written consent of the State.

8.0 Inspection

Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification or rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the State or any subdivision thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment therefore may be made at a proper reduction in price.

9.0 Taxes

The State is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Exemption certificates will be furnished upon request. Contractors making improvements to, additions to or repair work on real property on behalf of the State are liable for any applicable sales or use tax on purchase of tangible personal property for use in connection with the contracts. Contractors are likewise liable for any applicable use tax on tangible personal property furnished to them by the State for use in connection with their contracts.

10.0 Gifts, Rebate, Gratuities

10.1 Acceptance of gifts from bidders is prohibited. No officer or employee of DOR, nor any head of any state department, institution or agency, nor any employee of any state department, institution or agency charged with responsibility of initiating requisitions, shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract for the purchase of materials, supplies, or equipment for the State of Mississippi may be awarded, by rebate, gifts, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future rewards or compensation.

10.2 Bidding by state employees is prohibited. It is unlawful for any state official or employee

to bid on, or sell, or offer for sale, any merchandise equipment or material, or similar commodity to the State during the tenure of his or her office or employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the State.

11.0 Bid Information

Bid information and documents may be examined pursuant to the Mississippi Public Records Act of 1983, MS Code 25-61-1 et seq.

12.0 Precedence

Bids shall be made and the contract shall be entered into in accordance with the General Conditions as hereinafter amended and modified. Should a conflict exist between the General Conditions and the Instructions and Special Conditions, the Instructions and Special Conditions shall take precedence.

13.0 Competition

There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as the State is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to the State must automatically be given to the U.S. Government.

14.0 Waiver

DOR reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the State.

15.0 Cancellation

Any contract or item award may be canceled with or without cause by the State with the giving of 30 days written notice of intent to cancel. Cause for the State 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 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 does not relieve the Contractor of any liability arising out of a default or nonperformance. If a contract is canceled by the State due to a contractor's request for increase in prices or failure to perform, that Contractor will be disqualified from bidding for a period of 24 months. The Contractor may cancel a contract for cause with the giving of 30 days written notice of intent to cancel. Cause for the Contractor to cancel may include but is not limited to the item(s) being discontinued and/or unavailable from the manufacturer.

16.0 Application

It is understood and agreed by the bidder that any contract entered into as a result of this Invitation for Bids is established for use by state agencies and all purchases made by these agencies for products included under the provisions of the contract shall be purchased from the bidder receiving the award unless exempt by special authorization from the DOR. Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the prices offered herein shall be extended to the governing authorities. However, the governing authorities, by provisions of Section 31-7-12 Mississippi Code, may purchase products covered by state contracts from any source offering an identical product at a price that does not exceed the state contract price. Employees of DOR have acted exclusively as agents of the State for the award, consummation, and administration of the contract and are not liable for any performance or nonperformance by the state agencies that utilize the contract.

17.0 Addenda

Addenda modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two (2) day period prior to the bid opening, the bid date will be reset to a date not less than five (5) working days after the date of the addendum, giving bidders ample time to comply with the addendum. When replying to a bid request on which an addendum has been issued, and the specifications require acknowledgement, the bid shall indicate that provisions of the addendum have been noted and that the bid is being offered in compliance therewith. Failure to make this statement may result in the bid being rejected as not being in accordance with the revised specifications or plans.

18.0 Non-Responsive Bids

Nonresponsive bids will not be considered. A non-responsive bid is a bid that does not comply with the minimum provisions of the specification. Any bidder found to repeatedly offer alternated products that are not compliant with specifications in an attempt to obtain a contract on the basis of pricing only will be disqualified from bidding for a period of 24 months.

19.0 Specification Clarification

It shall be incumbent upon all bidders to understand the provisions of the specifications and to obtain clarification prior to the time and date set for the live auction or bid opening. Such clarification will be answered only in response to a written request submitted in the specified amount of time set by DOR. DOR reserves the right to specify a time frame in which clarification request shall be made.

20.0 Pre-qualification Process

20.1 The purpose of the RFQF is to advertise the competitive procurement for solicitation of formal quotes from potential bidders to participate in the Reverse Auction. DOR will be responsible for defining product categories, adding bidders, and publishing all bid related documents to the procurement portal. Once the responses have been received and the Opening Date has been reached, DOR will review the submissions to qualify bidders and determine a starting price for reverse auction items.

20.2 The Invitation for Bids/RFQF shall be advertised in accordance with Section 3.106.05.4 of the Mississippi Procurement Manual. The OPTFM shall advertise for 14 consecutive days in accordance with Section 31-7-13(c)(i)(1) of the Miss. Code Ann. Responses to the RFQF will be due on the 8th working day after the last day of advertisement.

20.3 Responses to the RFQF will be reviewed by the DOR for responsiveness to specifications. Price quotes received will be evaluated in conjunction with other market research to determine the starting price for the Auction.

20.4 DOR will accept bidder responses in MAGIC who have qualified meeting RFx specifications. Bidders not meeting specifications will not be allowed to participate in the Auction.

20.5 Once qualified, DOR will notify the vendor of Qualification and the date of the Live Auction via email. After receiving the confirmation email, bidders should review/ensure technical requirements for MAGIC have been met or confirm participation in person.

20.6 It is requested that bids be submitted on the basis of statewide distribution. Contractors must maintain adequate distribution capabilities and adequate stock of all items to insure prompt delivery.

21.0 Firm Bid Price

Prices accepted from bidder submissions shall be firm for the term of the contract except that the State shall receive the benefit of any price decrease in excess of five (5) percent. The contractor must provide written price reduction information within ten (10) days of its effective date.

22.0 Suspension and Debarment

By submitting a bid, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in federal assistance programs.

23.0 Assignment

The Contractor shall not assign or subcontract in whole or in part, its right or obligations under this agreement without prior written consent of DOR.

24.0 Indemnification

Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the State of Mississippi, its Commissioners, Board Members, officers, employees, agents, and representatives from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by Contractor's and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform

this Agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim,
suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State; Contractor shall be solely liable for all reasonable costs and/or expenses associated with such defense and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc., without the State's concurrence, which the State shall not unreasonably withhold.

25.0 Live Auction

25.1 Notification of Auction Start date and time will be sent via email to qualifying bidders. If a bidder is unwilling or unable to participate through MAGIC, a representative from DOR can enter the Vendor's bid(s) manually (i.e., Surrogate Bidding). If a bidder elects to participate via Surrogate Bidding, the bidder must be physically present at the public bidding location, with the means to submit written bids for each offer made and signed by an authorized agent of the Vendor. A Bid Form will be provided to the Vendor at the start of the auction. This form will not be returned to the bidder but will become a part of the Bid Documentation for Evaluation by DOR.

25.2 The Auction time may be extended at the discretion of the DOR. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by DOR or bidder, the need to pause the Auction, or bids placed within the last few moments of bidding.

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

25.4 Bidders may be removed from a Live Auction for improper conduct, including but not limited to profanity, threats, consistently entering erroneous or extremely low bids, or other disruptive behavior.

26.0 Force Majeure

If DOR 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. DOR shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of DOR as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by DOR prior to the new date and time of the live auction or bid opening.

Section II
Instructions and Special Conditions

1.0 Purpose

The Mississippi Department of Revenue (referred to as "DOR" or "Department") is seeking to obtain **ribbons and labels** for the shipment of alcoholic beverages by using the Reverse Auction Process for the Alcoholic Beverage Control Distribution Center ("Department" "State" or "ABC") located at 1286 Gluckstadt Road, Madison County, Mississippi. The Request for Quotes Formal (RFQF) is the first step in the Reverse Auction Process. The purpose of the RFQF is to solicit quotes from interested parties meeting bid requirements and specifications, in order to determine the qualified vendors, which will participate in the Live Reverse Auction.

It is the responsibility of the prospective bidder to review all information contained within this RFQF and accompanying attachments. Notifications must be sent to the Department of Revenue if a vendor believes the information contained in this RFQF is devised in such a manner that would restrict competition. The Administrative Services Division may be reached at telephone number (601) 923-7860 or facsimile number (601) 923-7681.

2.0 Scope of Service

The specifications set forth herein as "Attachment A" represent a minimum of required material and operational needs of DOR. The bidder may propose options above and beyond these specifications that best suit DOR's interest as determined by the agency. The bidder agrees to begin delivery within **30 days** of award. Failure to do so may result in cancellation of award. If cancellation of award occurs, a new award will be made to the next lowest bidder meeting required specifications. Please respond "Yes" or "No" to indicate compliance to the specifications for each listed criterion and add comments as needed**.**

3.0 General Terms of Contract

The term of the contract shall be for the period of twelve (12) months to begin August 1, 2022 through July 31, 2022. The contract will have an option to renew under the same price terms and conditions as in the original contract. The total number of renewals are not to exceed two (2).

4.0 Procurement Timeline

It is our intent to follow the schedule below in the execution of this request for quote; however, DOR reserves the right to amend and/or change the below schedule of events, as it deems necessary.

A. Request for Quote Issue Date:	April 8, 2022; 9:00 a.m.
B. First Publication :	April 8, 2022
C. Second Publication:	April 15, 2022

D. Deadline for Submission of Questions:	April 20, 2022; 5:00 pm (CST)
E. Last Day Answers Posted to Website:	April 27, 2022; 5:00 pm (CST)
F. Bid Packet Submission Deadline:	May 10, 2022; 12:00 noon (CST)
G. Evaluation:	May 11, 2022
H. Qualify Bids:	May 13, 2022
I. Email Qualified Bidders:	May 17, 2022
J. Protest Deadline:	May 24, 2022, 10:00 am (CST)
K. Reverse Auction Start Date:	June 2, 2022, 2:00 pm (CST)
L. Bid Evaluations:	June 3, 2022
M. Projected Award:	June 15, 2022

5.0 Minimum Bidder Qualifications to be Deemed Responsible

5.1 Each bidder must have been in business a minimum of four (4) years prior to submission of its bid.

5.2 Each bidder must be able to provide quality ribbons and labels.

5.3 **The bidder must have the ability, capacity, skill and financial resources** to perform the work or provide the service required.

5.4 These minimum qualifications are in addition to a minimum score of six (6) on the Reference Score Sheet (Attachment G) from reference interviews by MDOR with **two** bidder references (for a total minimum score of twelve (12), as well as other requirements of this IFB.

6.0 Registration with Mississippi Secretary of State

By submitting a bid, the bidder certifies it is registered to do business with the State of Mississippi through Secretary of State or, if not already registered, that it will do so within seven (7) business days of being notified by DOR that it has been awarded the contract. Please complete the Secretary of State Acknowledgement form included in **Attachment I**.

7.0 Procurement Methodology

7.1 Restrictions on Communication with MDOR Staff

At no time shall any bidder or its personnel contact, or attempt to contact, any MDOR staff regarding this IFB except the contact person as set forth in the manner described in Section 7.5.

7.2 Cost of Preparing Bid

MDOR accepts no responsibility for any expense incurred by any bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

7.3 Independent Price Determination

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the bid. The prices quoted shall be inclusive of, but not limited to the following: all required equipment/material; all required insurance; all required overhead; all required profit; and, all required licenses, certifications, fees or permits.

7.4 Rejection of Bids

A bid response that includes terms and conditions that do not conform to the terms and conditions in the IFB document is subject to rejection as non-responsive. Further, submission of a bid form that is not complete and/or signed is subject to rejection as non-responsive. MDOR staff reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by MDOR staff of non-responsiveness based on the submission of non-conforming terms and conditions. Furthermore, if a bidder's price is substantially higher than those of other bidders, meaning those in excess of a twenty-five percent (25%) differential, the bidder's price will be deemed non-responsive.

7.5 Procedure for Answering Questions

7.5.1 All questions concerning this Request for Quote Formal or the bid process must be submitted by 5:00 p.m., on 04/20/2022 to:

BidQuestions@dor.ms.gov

7.5.2 Questions and requests for clarification must be submitted via email during normal business hours by the deadline reflected in Section II, 4.0, Procurement Timeline. Questions received after this time will not be considered.

7.5.3 All questions and answers shall be treated as amendments to the RFQF. See Section II, 7.6 below. Therefore, all questions received by DOR in a timely manner will be answered and issued in the form of amendments to each vendor that received the RFQF. Additionally, the questions and answers will be published on the DOR website (www.dor.ms.gov) in a manner that all bidders will be able to view by the date and time reflected in Section II, 4.0, Procurement Time Line.

7.5.4 It shall be incumbent upon all Bidders to understand the provisions of the scope of services and to obtain clarification by the time reflected in Section II, 4.0,

Procurement Timeline. Bidders are responsible for following up to see that any correspondence or communications are properly received.

7.5.5 DOR will not be bound by any verbal or written information that is not contained within this RFQF unless formally noticed and issued by:

Erica Green, Procurement Officer II
Email: erica.green@dor.ms.gov

7.6 Amendments to the Invitation for Bid

7.6.1 The Administrative Services Division of the Department of Revenue will prepare a written response to all inquiries and post this information on the Department of Revenue website www.dor.ms.gov in a manner all bidders will be able to view. Respondents shall rely only on this bid and any communication from the Administrative Services Division of the Department of Revenue in submitting bids. The Department of Revenue's Purchasing Division shall not be bound by any oral communications; bidders who rely upon any oral communications regarding the Bid do so at their own risk.

7.6.2 Additionally, each bidder shall complete Attachment H, Acknowledgement of Amendments and include this form as parts of its bid packet.

7.7 Withdrawal of Bid

7.7.1 If a bid is substantially lower than those of other bidders, a mistake may have been made.

7.7.2 A bidder may withdraw its bid from consideration if certain conditions are met:

(1) The bid is submitted in good faith;
(2) The price bid is substantially lower than those of other bidders because of a mistake;
(3) The mistake is a clerical error, not an error of judgment; and
(4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.

7.7.3 To withdraw a bid after bid opening, the bidder must show either (a) a mistake that is clearly evident on the bid document, but the intended correct bid is not similarly evident; or (b) proof of evidentiary value which clearly and convincingly demonstrates that a mistake was made.

7.8 Prequalification of Suppliers

Supplier should include specifications, literature, samples, etc. with their quotes. Upon completion of the quote evaluation, the Department of Revenue will email the vendor or vendors who have

submitted and meet all requirements outlined in the RFQF to participate in the Reverse Auction process.

7.9 Bid Evaluation

Contracts and purchases will be made or entered into with the lowest, responsible and responsive bidder meeting specifications. Factors to be considered in determining the lowest, responsible bidder include:

- Price
- Conformity
- Responsibility of Bidder
- Bidder's ability to deliver as per specifications
- Reference response
- Qualified to contract with the State of Mississippi

7.10 Award Notice

Suppliers should be advised no award will automatically result from a reverse auction. DOR will review the results of the auction and make a determination. After the Department of Revenue makes the award, official notification will be sent to all participating vendors. This information will be released in written form via email and/or letter. The Department of Revenue will not respond to telephone calls requesting the information. Actions taken by a bidder before the receipt of the official notification will be at the bidder's own risk, and the Department of Revenue will not be responsible for such actions. If the purchase is for an amount greater than $50,000, such award shall be subject to approval of the purchase by the Office of Purchasing, Travel and Fleet Management *(OPTFM).*

7.11 Right to Protest

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Bid Coordinator or the Commissioner of the Mississippi Department of Revenue. The protest shall be submitted in writing within seven (7) days after notification is received. The written protest letter shall contain an explanation of the basis of the protest. A protest is considered submitted when received by the Bid Coordinator or Commissioner of the Mississippi Department of Revenue. To expedite handling the protest, the envelope should be labeled "Protest". Protest filed after normal business hours on the seventh day will not be considered.

7.12 Opening Procedures

Bids will not be opened publicly. Bids will be made available for inspection only after award of contract.

7.13 Bid Ownership

All bids become DOR property. Bids will be made available for inspection only after award of contract. For this reason, proprietary material should be clearly labeled as such. The classification of an entire Bid as proprietary or trade secret is not acceptable and may result in rejection of the Bid. Request to review proprietary information will be handled in accordance with state law and

applicable procedures. All disclosures of Bid information to interested parties will be made in compliance with DOR policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 26-61-1 et seq., of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1.

7.14 Partial Bids Prohibited

Bids submitted must be all or none. Bids will not be accepted for any part of the total.

7.15 Exceptions and Deviations

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the Bid form and shall fully describe said exception. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified bidders, unless specifically allowed, shall be subject to rejection in whole or in part.

7.16 Conflict of Interest

All bids must be accompanied by a statement disclosing (1) any involvement, financial or otherwise, that an employee, officer, or agent of DOR may have in the proposing organization, and (2) any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization. Disclosure statement form included in **Attachment J**.

8.0 Bid Submission Requirements

8.1 Submission Format

The bid package must be sealed and must contain the following:

8.1.1 Specifications for Ribbons and Labels (Attachment A)

8.1.2 EEV Certification and Agreement (Attachment B)

8.1.3 Bid Cover Sheet (Attachment C)

8.1.4 Certification (Attachment D)

8.1.5 Bid Form (Attachment E)- all pricing must be submitted on the bid form.

8.1.6 References (Attachment F) - each bidder must furnish contact information of at least four current references. The reference information should include the contact person, address and phone number for each contract. Failure to list a qualifying client may result in rejection of prospective bidder's bid. DOR will contact these clients as references to evaluate the quality of the bidder's past work and management capabilities. Reference information must be provided as part of the packet submitted for consideration.

MDOR staff must be able to reach two (2) reference contact persons, within two (2) business days of bid opening or receive a response from the reference contact

person within three (3) business days of reference score sheet being mailed to be considered responsive. Further, the bidder must score a minimum of six (6) points on each Reference Score Sheet which will be used by the MDOR staff when interviewing the two (2) references (for a total minimum scoring requirement of twelve (12) points to be considered responsive and/or responsible. Only bidders who are found responsive and responsible will have their bids considered. Bidder may submit as many references as desired. MDOR will begin contacting references at the top of the list and will continue down the list until they have completed Reference Score Sheets for two (2) references. After two (2) score sheets are completed, the reference check process will end.

8.1.7 Reference Score Sheet (Attachment G)

8.1.8 Acknowledgement of Amendments (Attachment H)

8.1.8 Secretary of State Acknowledgement (Attachment I)

8.1.10 Conflict of Interest (Attachment J)

8.1.11 Live Reverse Auction Participation (Attachment K)

8.2 Submission Requirements

8.2.1 The original bid packet and two copies of Attachment E shall be signed and submitted in a sealed envelope or package to 500 Clinton Center Drive, Clinton, Mississippi 39056 on or before 12:00 p.m. CST on May 10. 2022.

8.2.2 Timely submission of the bid package is the responsibility of the bidder. Bids received after the specified time will be rejected, will not be evaluated and shall remain the procurement file.

8.2.3 The envelope or package shall be marked with the bid opening date, time, and the number of the IFB.

8.2.4. The time and date of receipt will be indicated on the envelope or package by MDOR.

8.2.5 Each page of the bid form and all attachments shall be identified with the name of the bidder.

8.2.6 Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. **Modifications or additions to any portion of the bid document may be cause for rejection of the bid.**

8.2.7 Unless submitted in the Mississippi Accountability System for Government Information and Collaboration (MAGIC) system, a packet must be delivered by 12:00 p.m., on May 10, 2022. If submitted in MAGIC documents must be signed and scanned in as an attachment.

8.2.8. MDOR reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive.

8.2.9 As a precondition to bid acceptance, MDOR may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

8.2.10 Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated Section 25-61-1, *et seq.*, and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

8.2.11 All bid packages must be received by MDOR on or before 12:00 p.m. CST on May 10, 2022. Bids submitted via facsimile (faxes) **will not** be accepted. It is suggested that if a bid is mailed to MDOR, it should be posted in certified mail with a return receipt requested. The only acceptable evidence to establish the date of mailing is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper, MDOR will not be responsible for mail delays or lost mail.

8.2.12 Sealed bids should be mailed or hand-delivered to and labeled as follows:

Mississippi Department of Revenue
Attention: Bid Coordinator
Bid # **3140003022**
500 Clinton Center Dr.
Clinton MS 39056
SEALED BID – DO NOT OPEN

9.0 Late Submission

No late bids, modifications or withdrawals will be considered unless receipt would have been timely but for the action or inaction of MDOR personnel directly involved with the procurement activity. Late bids or responses shall remain sealed and be maintained as part of the procurement file.

10.0 Reverse Auction

All qualified bidders are required to participate in the reverse auction process. Bidders must ensure technical requirements are met.

Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Firefox versions 51 or lower
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox version 52 and above

Note: Pop-up blocker must be turned off

Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.

https://www.java.com/en/download/

Login Procedure

Vendors must be registered in MAGIC to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the Vendor Information page on DFA's website, or register online, Vendor Registration. To log into MAGIC, open the URL: https://portal.magic.ms.gov/irj/portal. Enter User ID and password. The password is case sensitive.

Section III
How to Create an RFx Response

Create an RFx Response
Work
Instruction
Transaction Code(s):

Purpose

Use this procedure to submit an RFx Response.

Trigger

Perform this procedure when your company would like to respond to a RFx invitation.

Menu Path

N/A

Transaction Code

Helpful Hints

Attachments should include blueprint, Statement of work, Material list, or other informational documents needed to help select an RFx response.

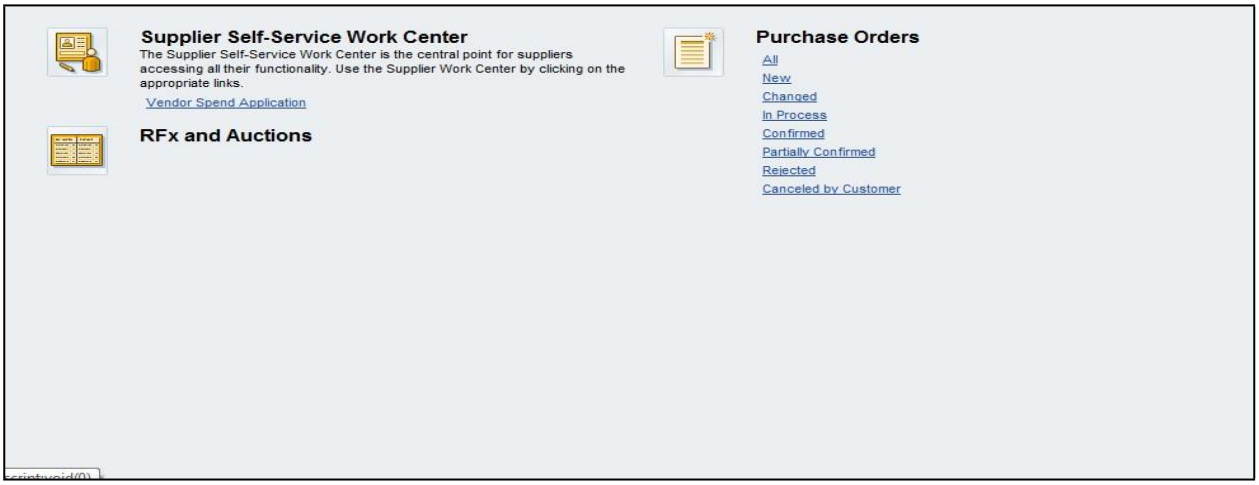
RFx Response is a bid to complete work or provide products to the State of Mississippi.

Procedure

1. Start the transaction.

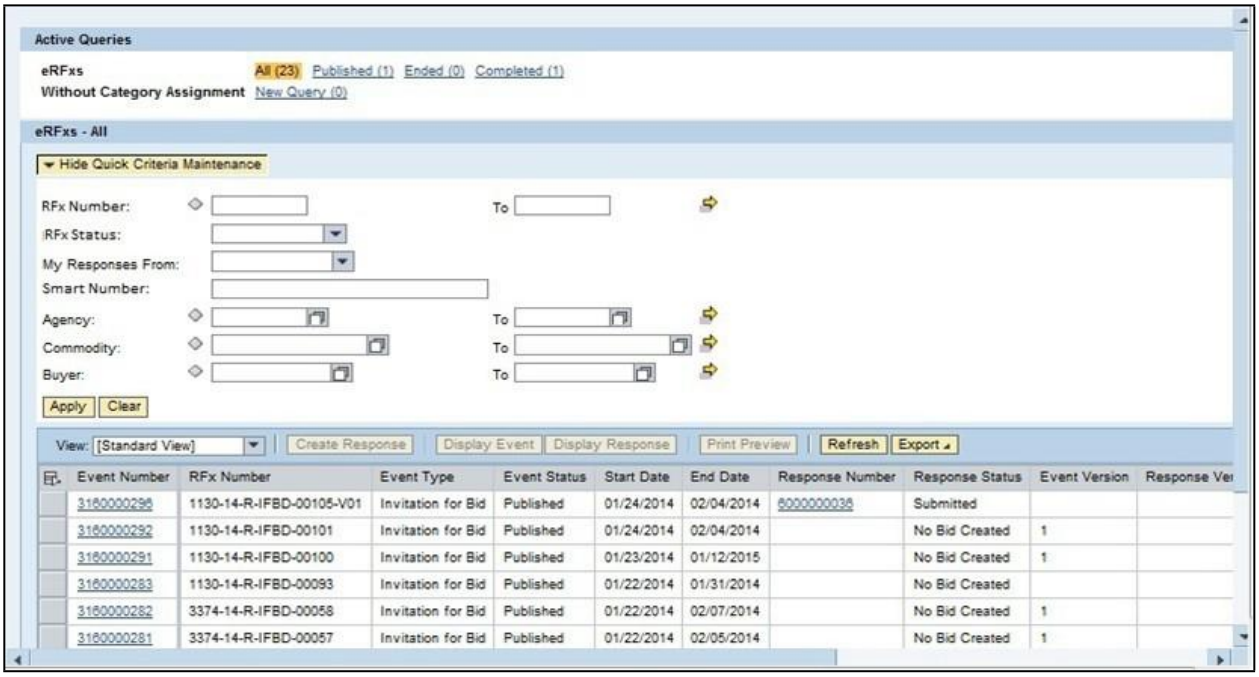
Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer

Procedure



2. Click RFx and Auctions Icon.

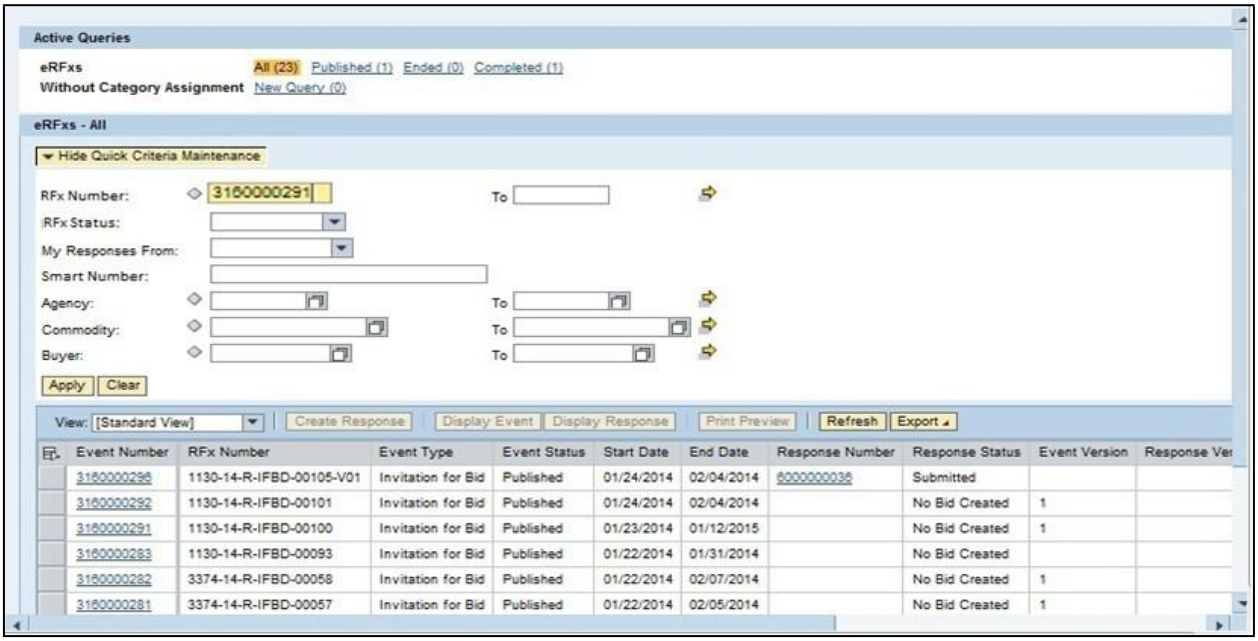
Active Queries



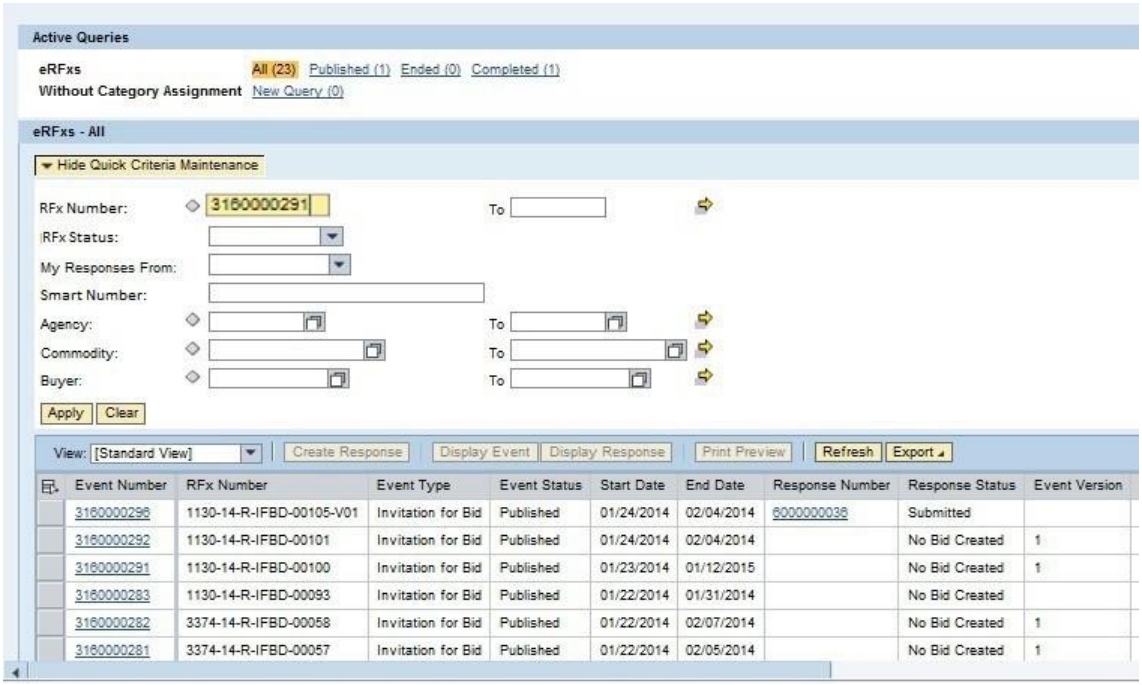
3. As required, complete/review the following fields:

Field R/O/C Description		
RFx Number:	Required	**Example:** 3160000291

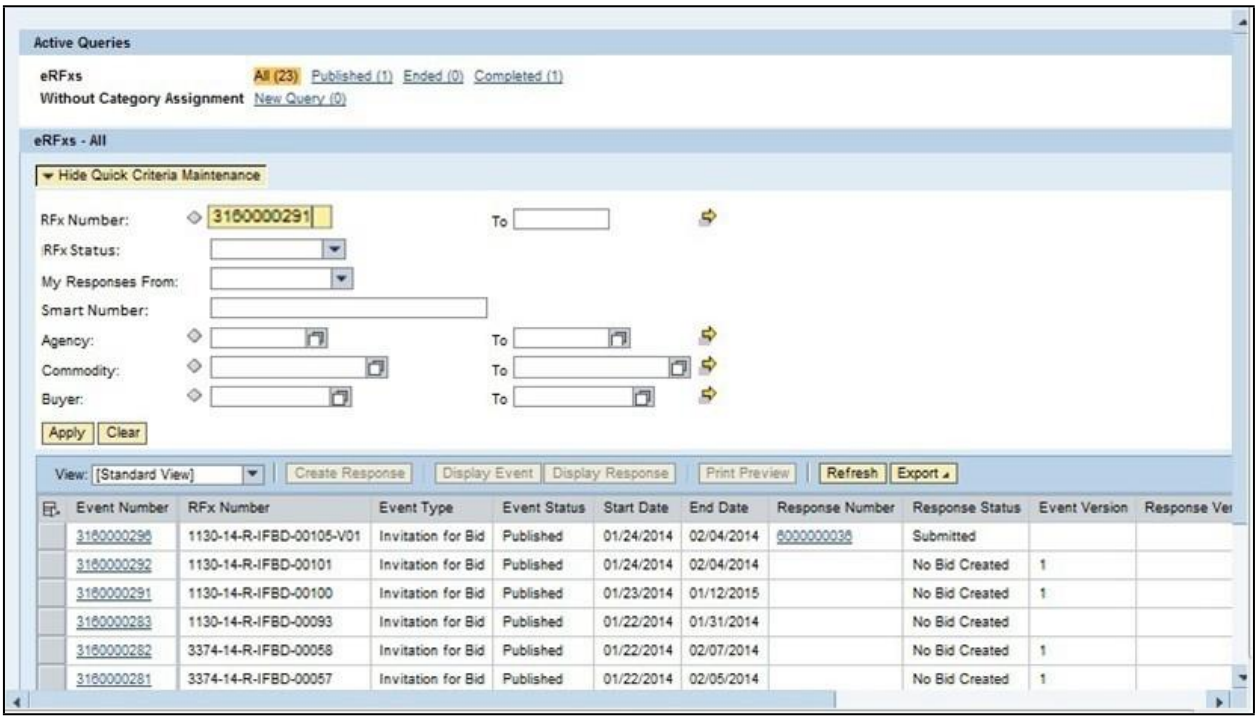
Active Queries



4. Click Apply to apply the search criteria.



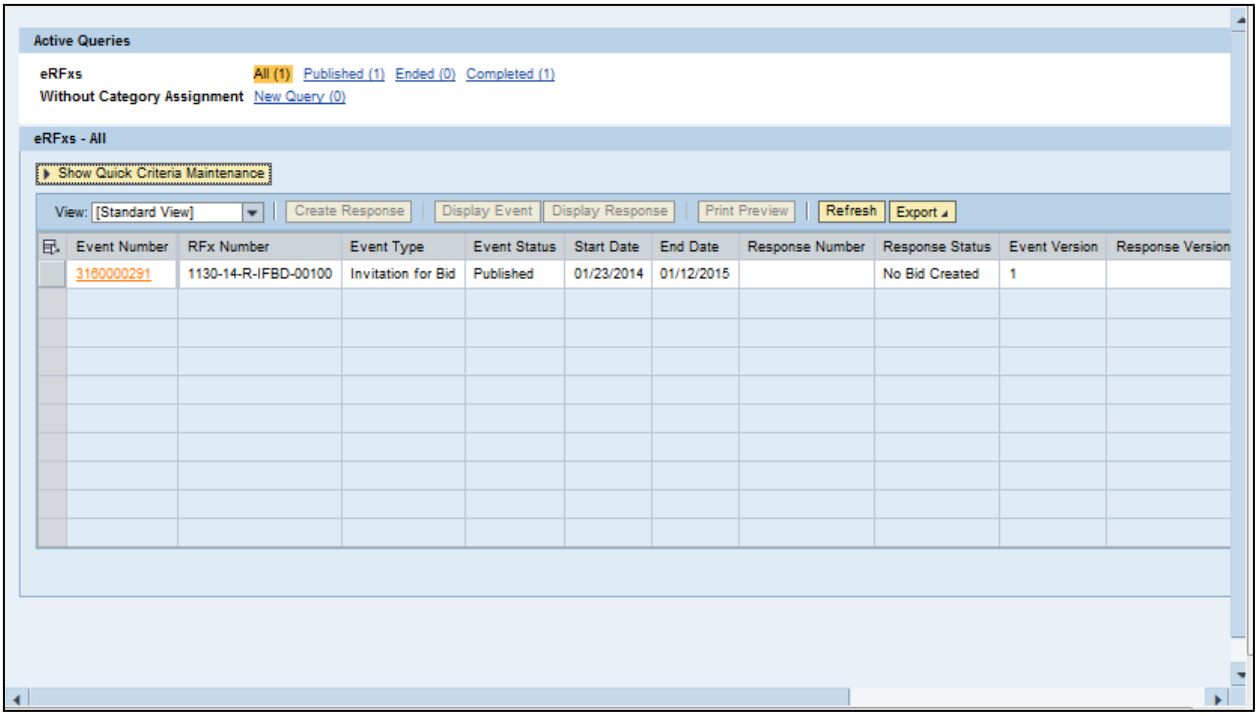
Active Queries



5. Click Hide Quick Criteria Maintenance

.

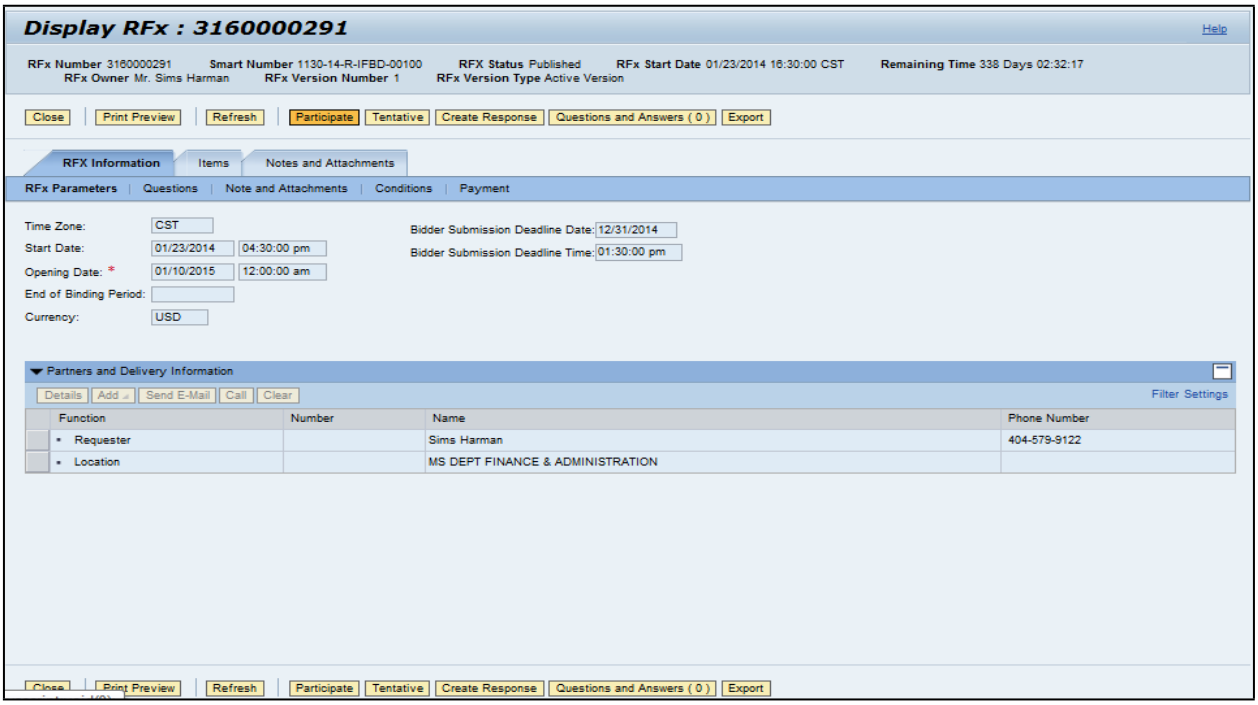
Active Queries



3160000291

6. Click 3160000291 .

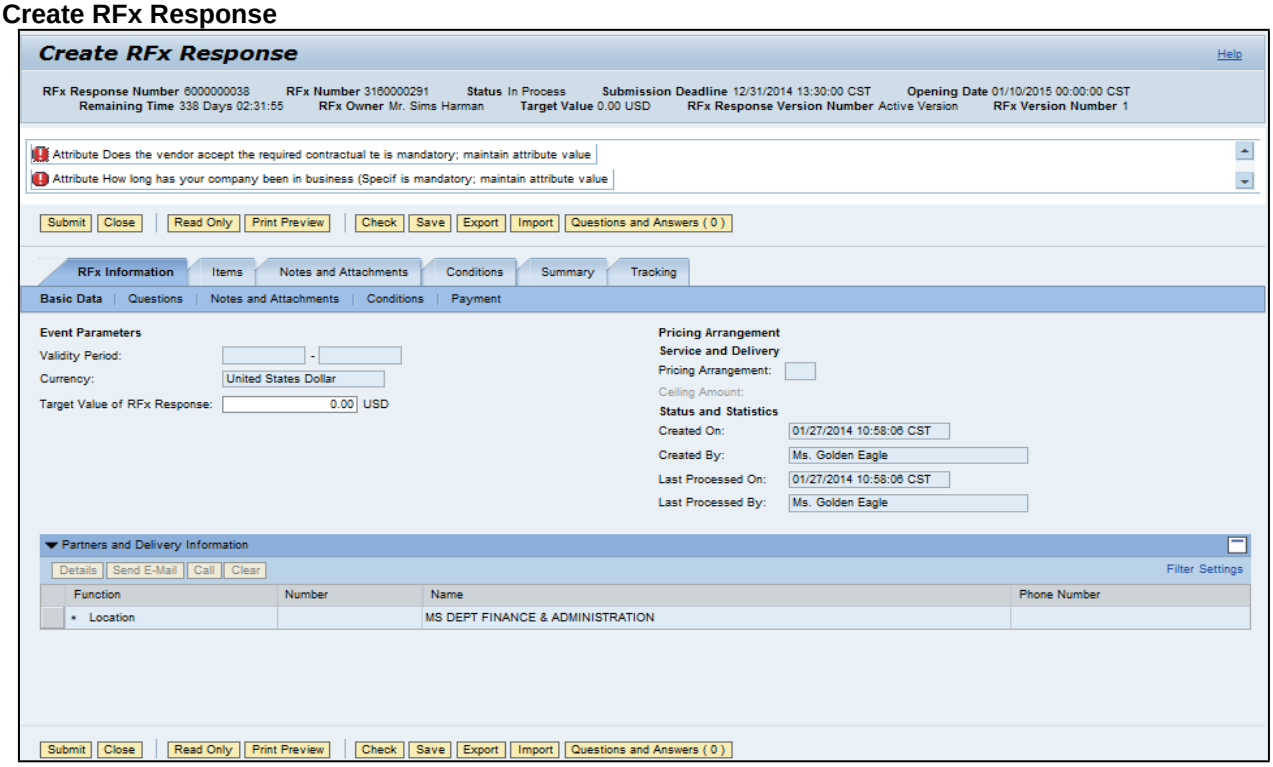
Display RFx 3160000291



7. Click Participate Participate. This step is required and notifies the SoMs your intent to create a RFx response.

8. Click Create Response Create Response .

Create RFx Response



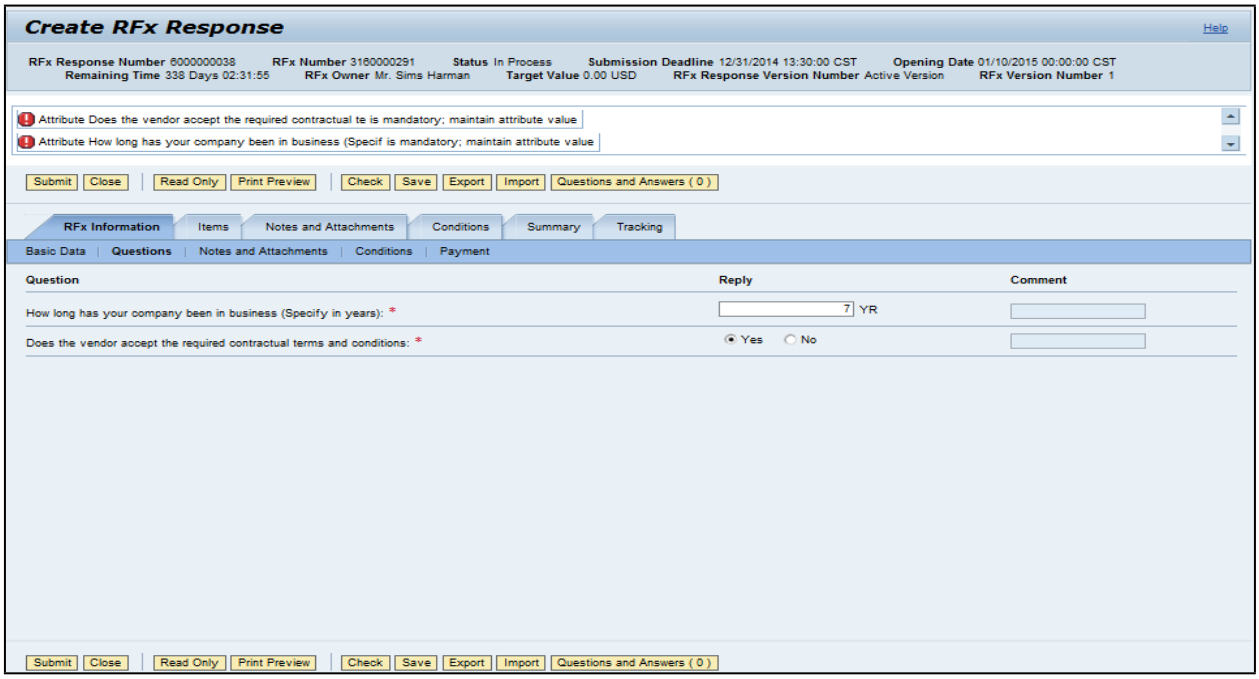
9. Click Questions Questions to view the required buyer questions.

10. As required, complete/review the following fields:

Field	R/O/C	Description
How long has your company been in business (Specify in years):	Required	**Example:** 7

11. Click Yes ○ Yes .

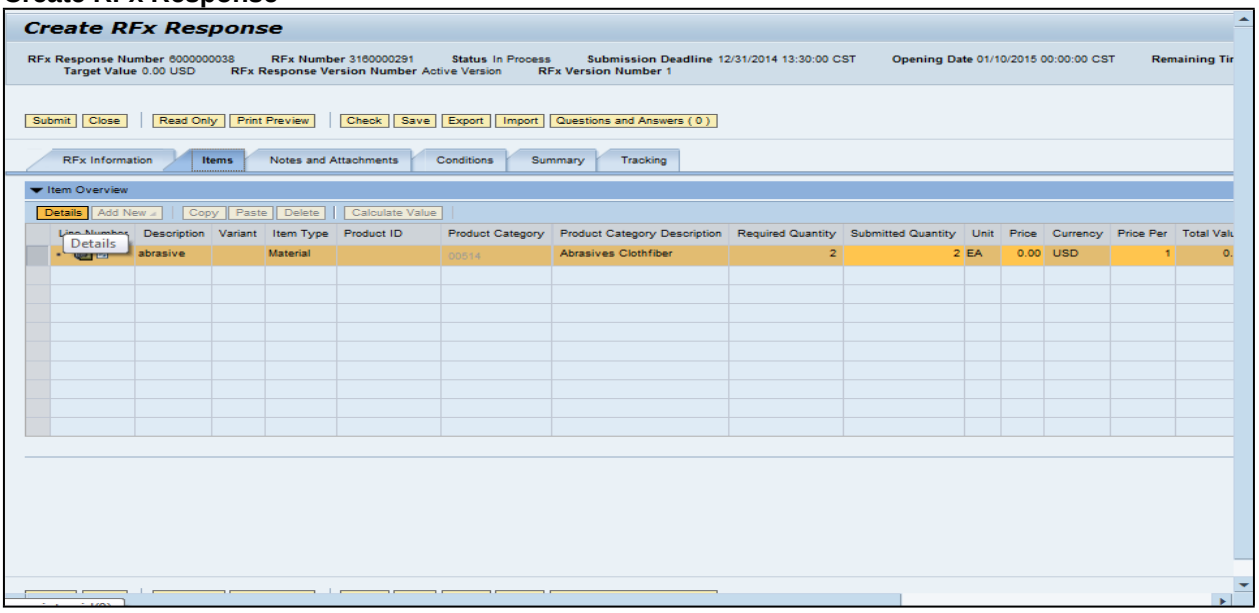
Create RFx Response



12. Click Notes and Attachments . Notes and Attachments

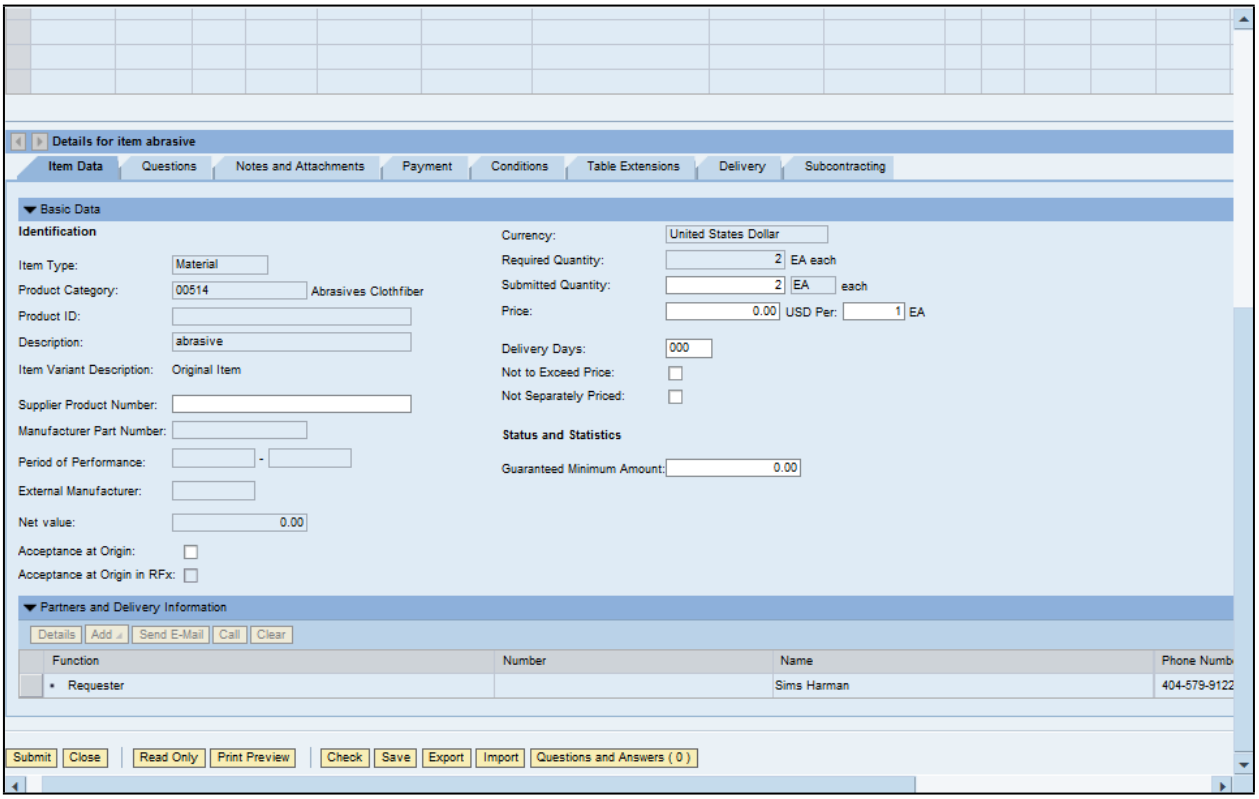
13. Click Items . Items

Create RFx Response



14. Click Details button Details .

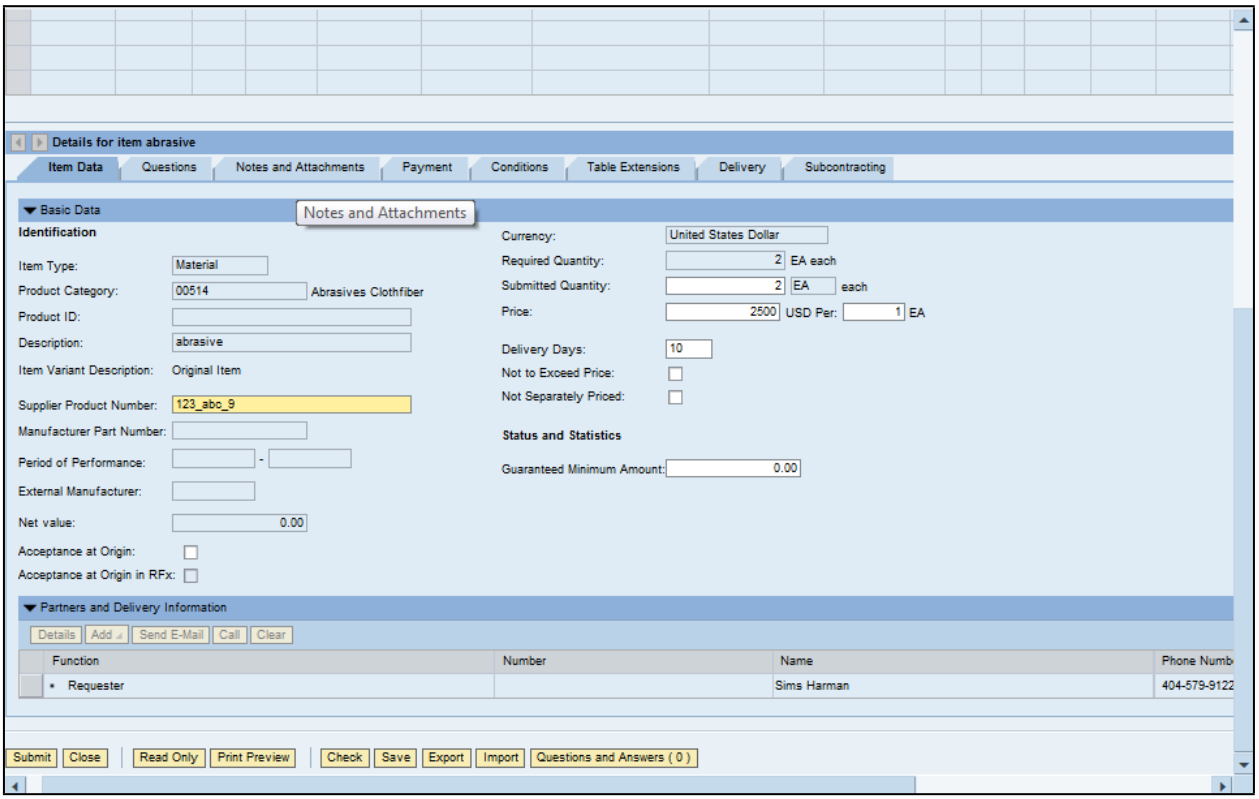
Create RFx Response

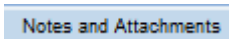


15. As required, complete/review the following fields:

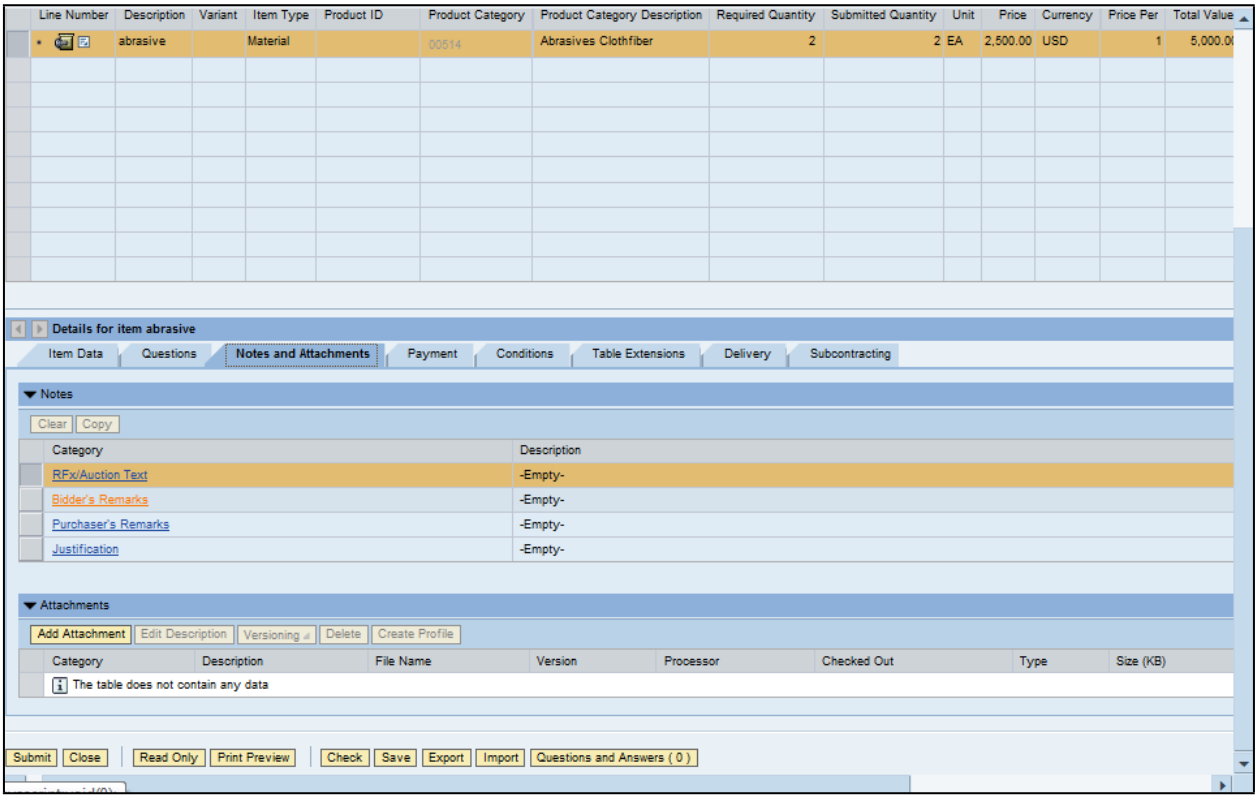
Field	R/O/C	Description
Price:	Required	**Example:** 2500
Delivery Days:	Required	**Example:** 10
Supplier Product Number:	Required	**Example:** 123_abc_9

Create RFx Response



16. Click Notes and Attachments tab 

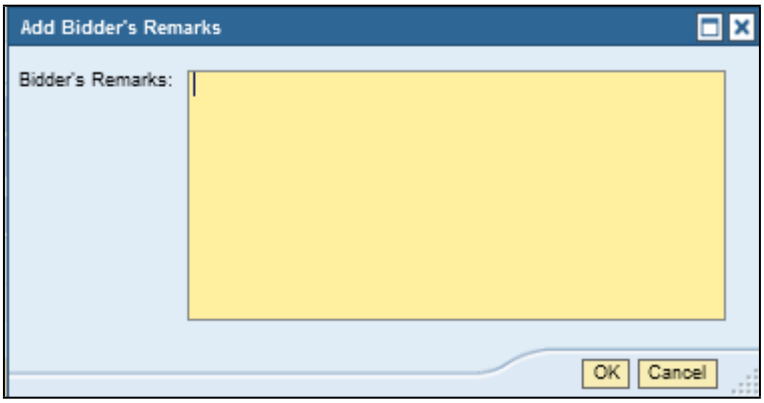
Create RFx Response



17. Click Bidder's Remarks

.

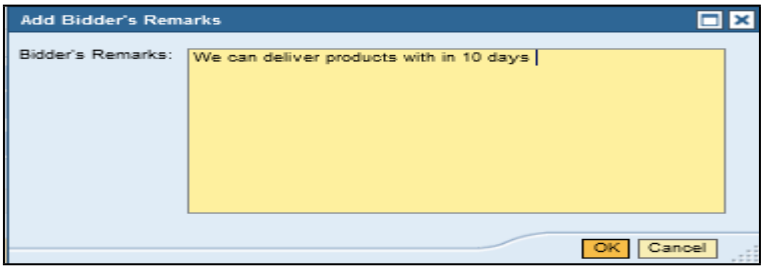
Add Bidder's Remarks



18. As required, complete/review the following fields:

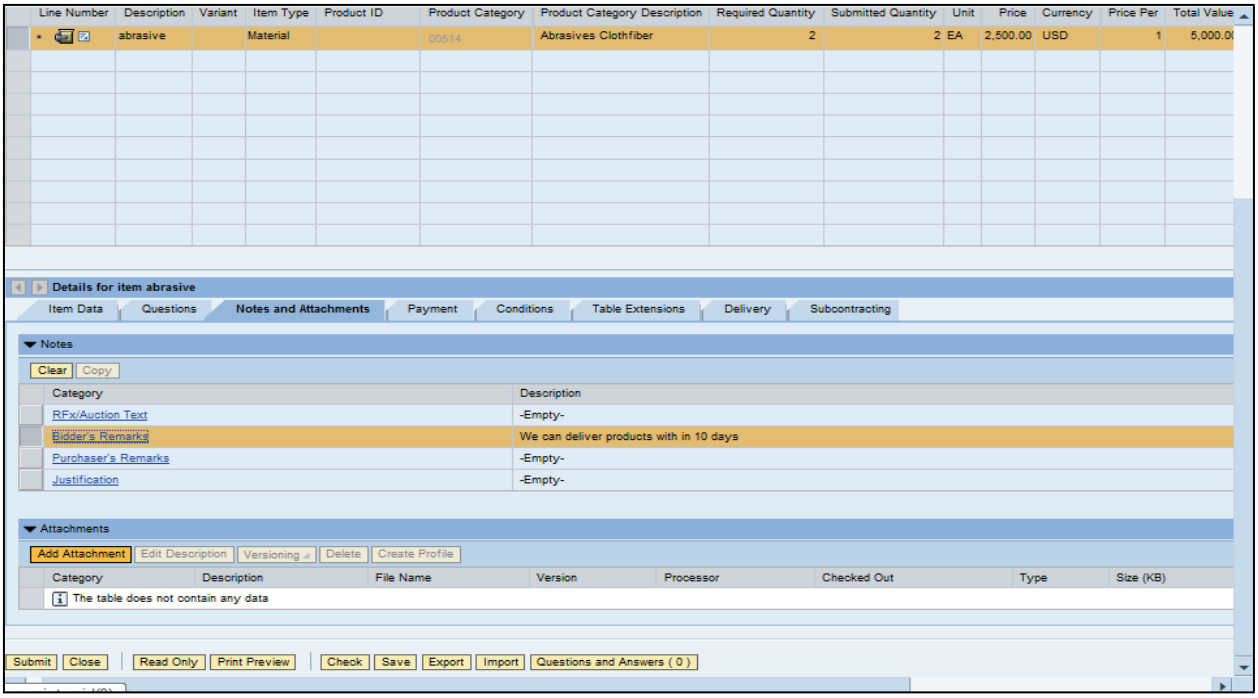
Field	R/O/C	Description
Bidder's Remarks:	Required	**Example:** We can deliver products within 10 days

Add Bidder's Remarks



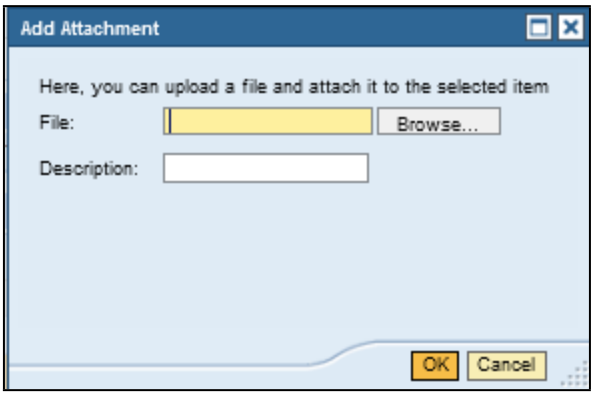
19. Click OK OK .

Create RFx Response



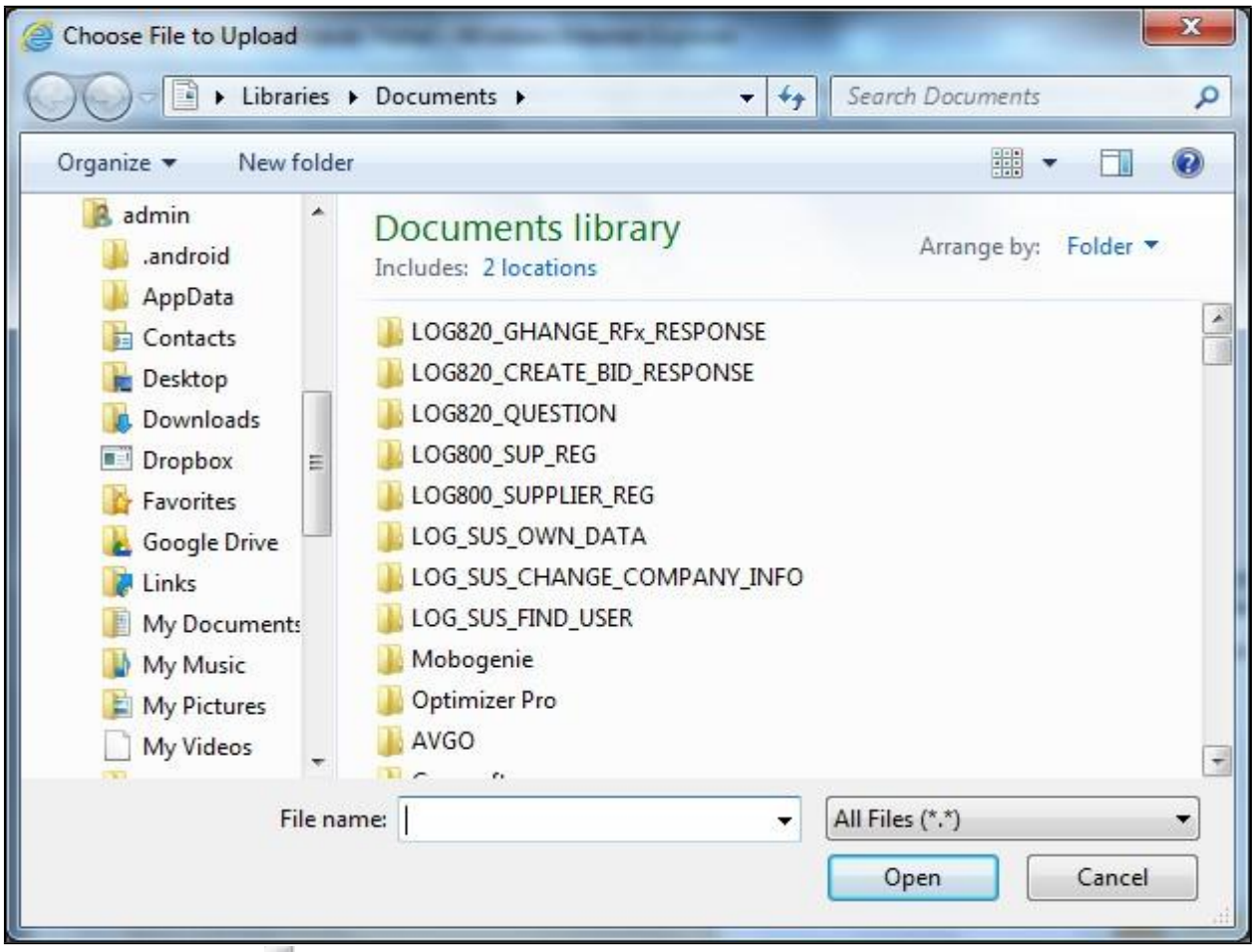
20. Click Add Attachment Add Attachment.

Add Attachment



21. Click Browse... .

Choose File to Upload

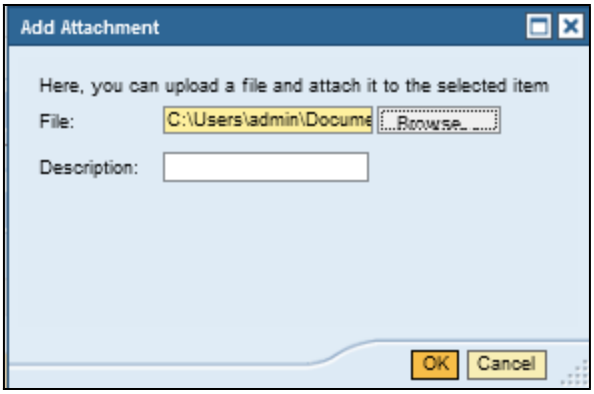


22. Click Page down .

23. Click Book2.xlsx

24. Click Open .

Add Attachment

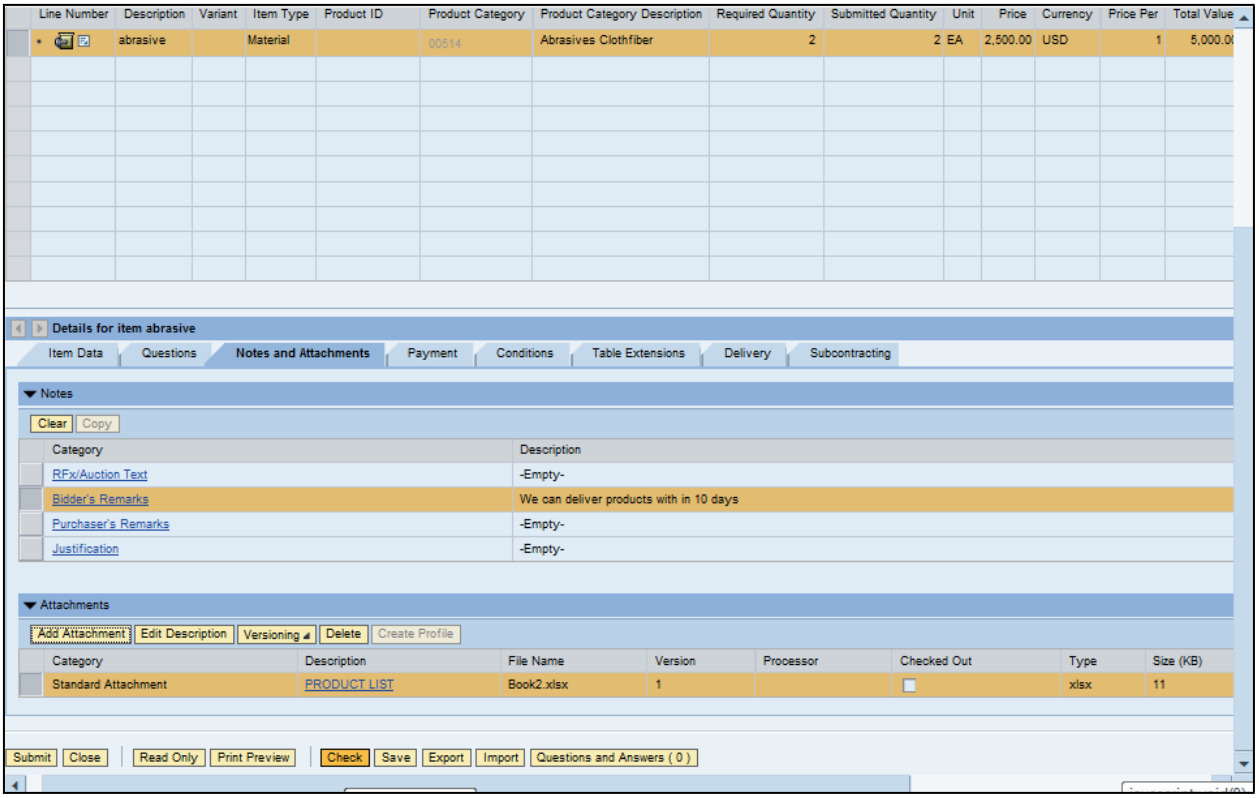


25. As required, complete/review the following fields:

Field R/O/C Description		
Description:	Required	**Example:** Product List

26. Click OK OK .

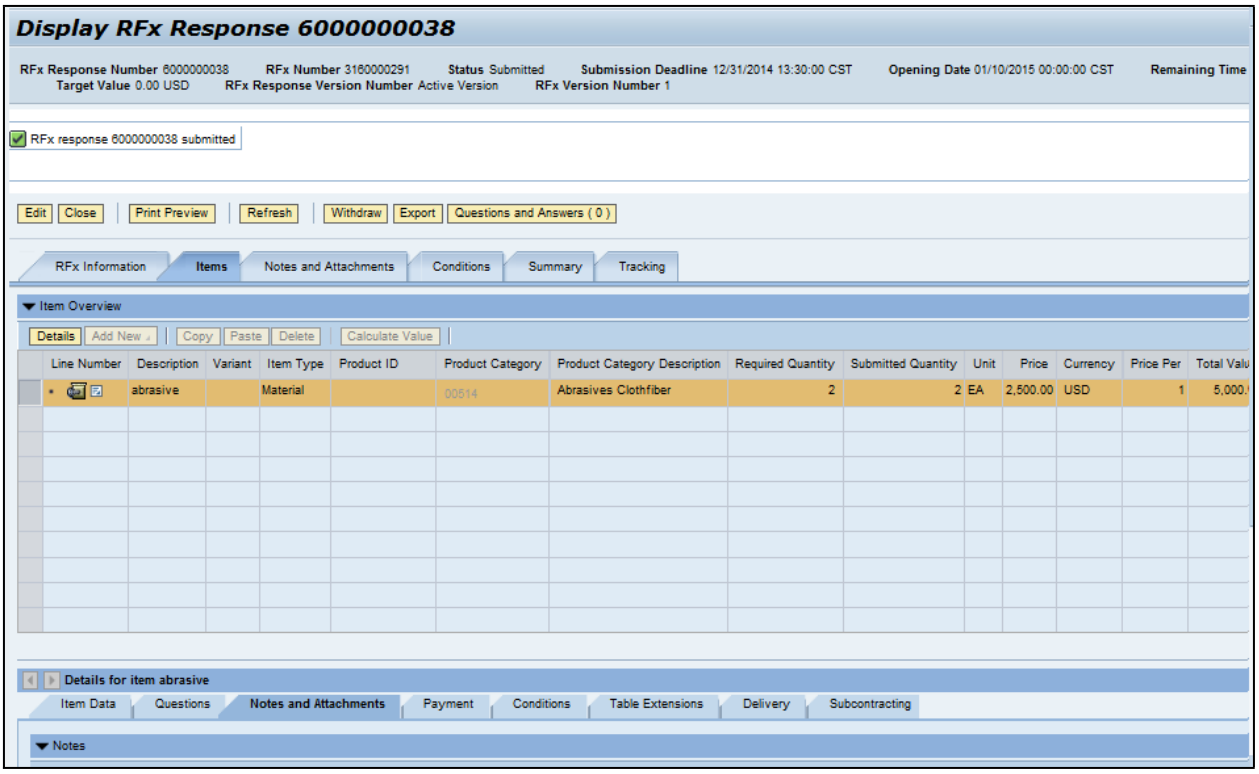
Create RFx Response



27. Click Check Check .

28. Click Submit Submit.

End of simulation.



29. End of simulation.

Result

You have successfully submitted an RFx response to the State of Mississippi.

Section IV
Special Instructions

The following section provides a DFA MAGIC Reverse Auction Bidder's Training Guide. It includes detailed instructions on how to access the reverse auction event, including how to gain access to the system utilized and what technical requirements may be involved. However, no supplier may be prohibited from participating in person by paper through surrogate bidding.

MAGIC Reverse Auction
Bidders Training Guide

The MAGIC Reverse Auction Bidders Training Guide provides instructions for vendors to participate in Reverse Auctions. Vendors have the ability to submit bids electronically and view real time bid ranking. The identity of participating bidders will not be displayed to other bidders throughout the online auction process. However, bidders will be able to see the current best bid.

Contents

Technical Requirements
- **Login Procedure**
- **View Available Reverse Auctions**
  - **Search for Auction(s)**
  - **Display Auction Details**
  - **Display Line Items**
  - **Display Notes and Attachments**
- **Participating in a Live Auction**
  - **Live Auction Cockpit**
  - **Chat and System Messages**
  - **Pausing and/or Resuming an Auction**

MAGIC Reverse Auction Bidders Guide

Technical Requirements

Bidders are responsible for ensuring technical requirements are met. Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox

Note: Pop-up blocker must be turned off.

Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site. https://www.java.com/en/download/

Login Procedure

Vendors must be registered in MAGIC to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the Vendor Information page on DFA's Web Site, or register online, Vendor Registration.

To Log into MAGIC, open the following URL: https://portal.magic.ms.gov/irj/portal. Enter User ID and Password. The password is case sensitive.

MAGIC Reverse Auction Bidders Guide

View Available Reverse Auctions

Search for Auction(s)

Listed below are the steps to search for a bid response.

1.) **Bidders must first respond to the RFx (RFQF) to be able to participate in the Reverse Auction.** Instructions for creating a response to an RFx are available here, RFx Response -Supplier Self Service.

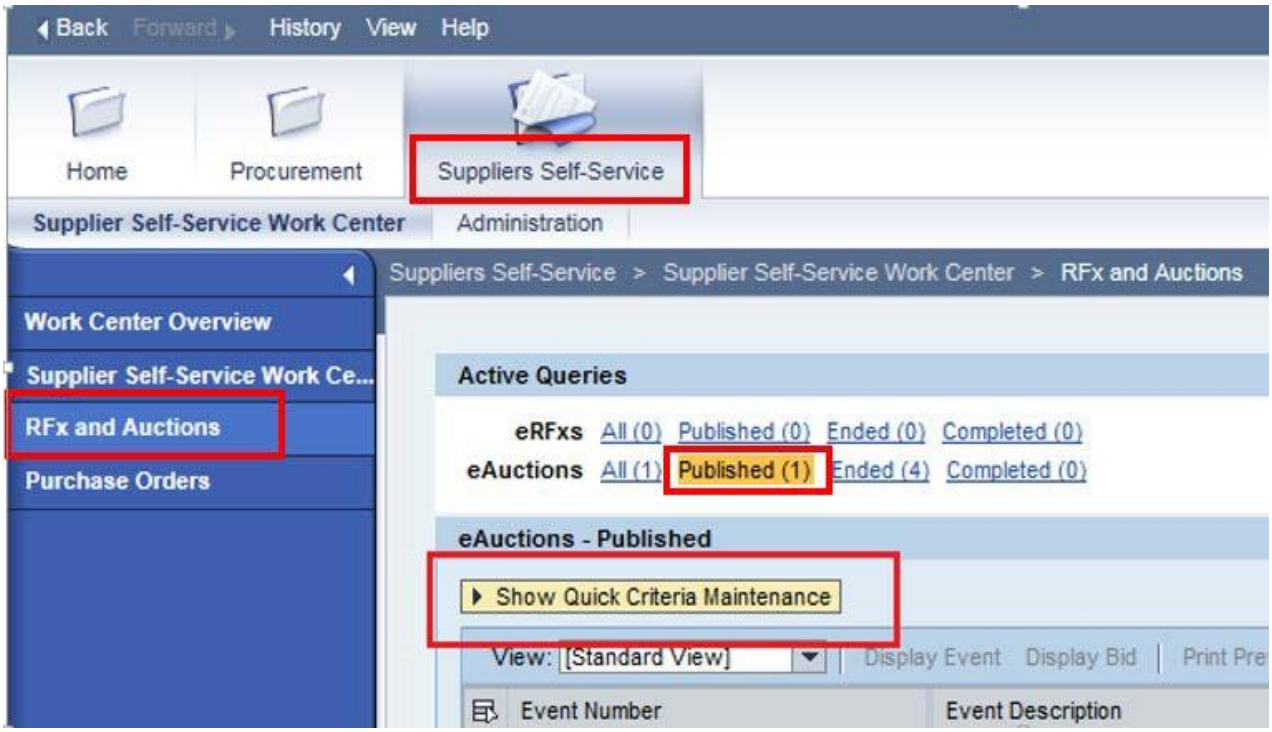
- The RFx (RFQF)– Bid Specifications will provide details for qualifying criteria. Only bidders qualified through the RFx (RFOF) will be invited to participate in Reverse Auctions.

2.) To search for auctions, click on the **Suppliers Self-Service** tab.

3.) Select **RFx and Auctions** in the navigation menu on the left of the screen.

4.) Select the **Published** link on the eAuctions line of the Active Queries section.

Note: If the search fields are not visible, click the Show Quick Criteria Maintenance button to expand the search criteria.



MAGIC Reverse Auction Bidders Guide

5.) Enter the search criteria. To find all available bid opportunities, skip to step (f).

A. Select **All** or **Published** to search for available Events (eAuctions).

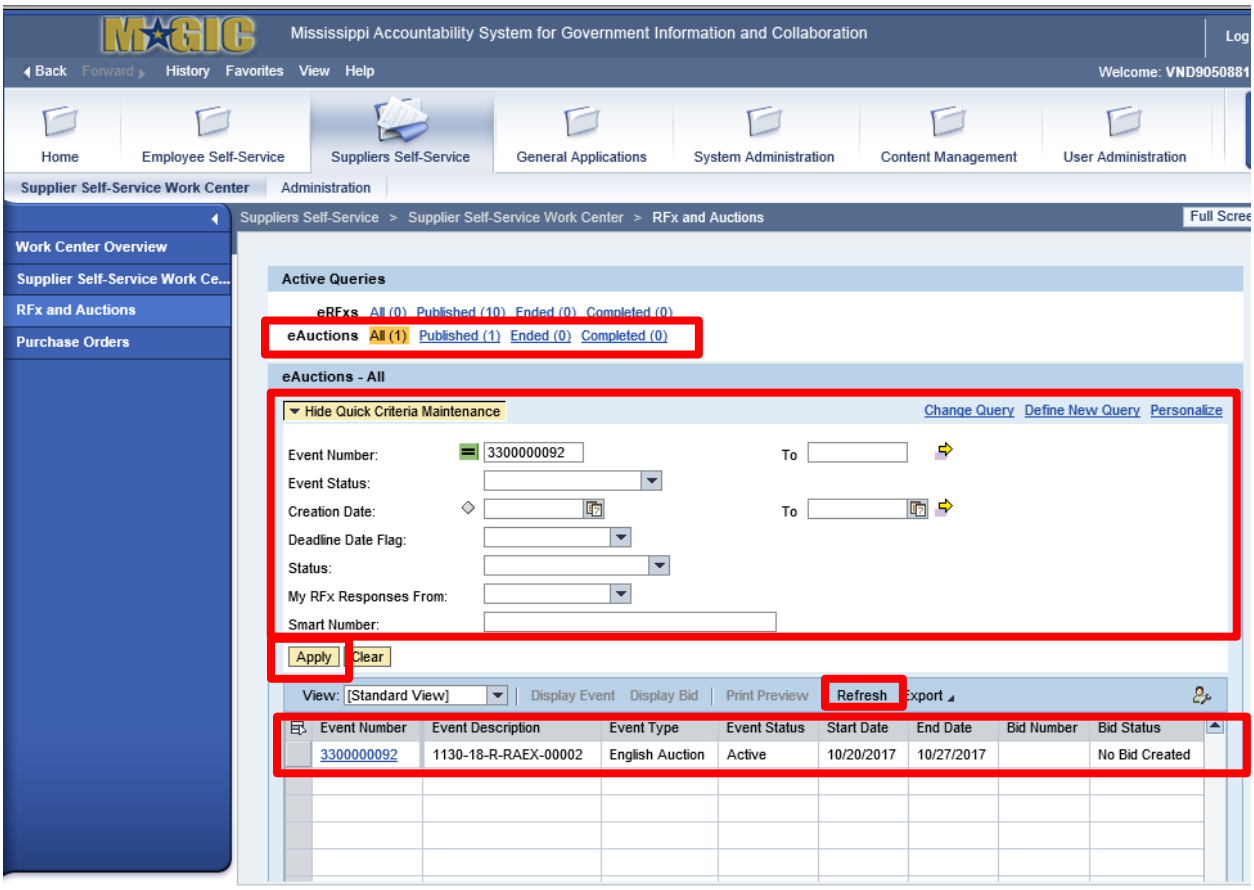
B. Enter the appropriate *Quick Criteria Maintenance* fields: **Event Number** (Auction number) or complete any optional relevant search criteria.

C. Click on **Apply** to view all Auctions based on your search criteria.

D. To generate an updated search using the same selection criteria, click **Refresh** or skip to step (7).

6.) Click **Apply** to find available bid opportunities.

7.) In the results list, click on the **Event Number** to open the Auction details in a separate window. (Pop-up blocker must be turned off.)



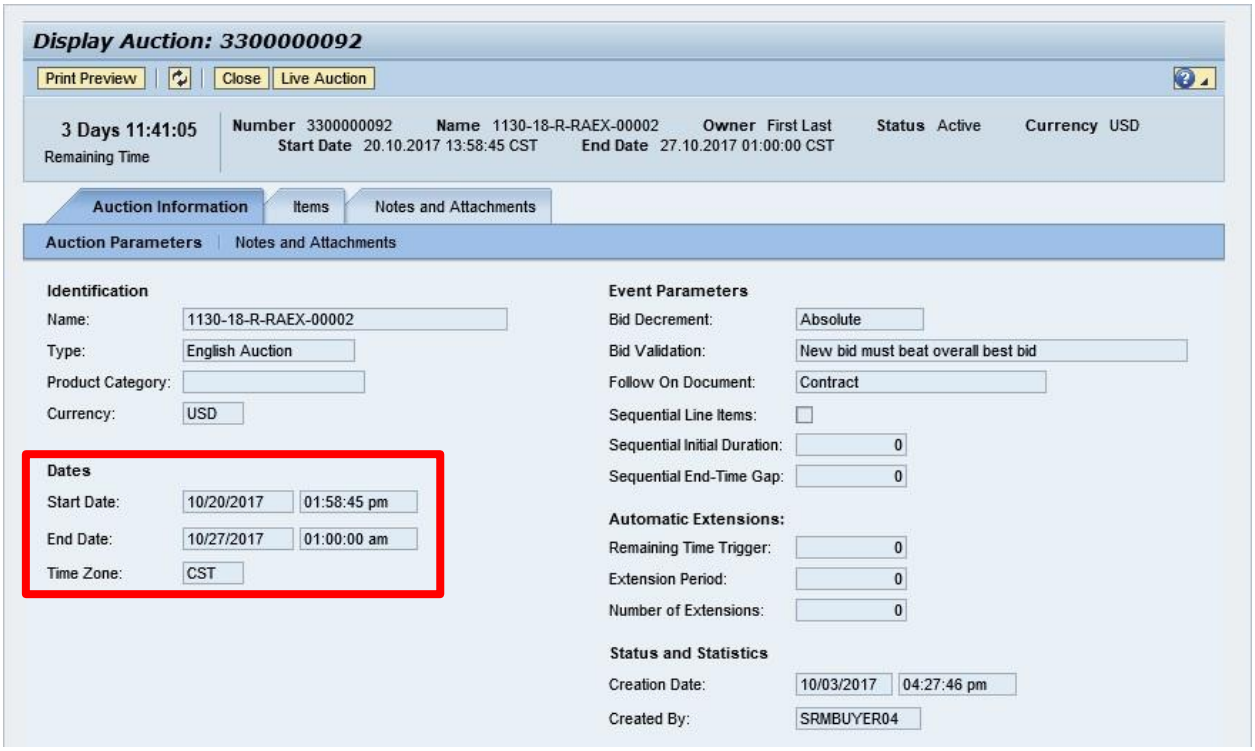
MAGIC Reverse Auction Bidders Guide

Display Auction Details

Listed below are the steps view the auction details and information regarding the auction.

1.) The Auction Details screen will be displayed. It is important to review the details prior to the Auction begin time. Bidding will not be available prior to the Auction Start Date / Time.

The table below list the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.



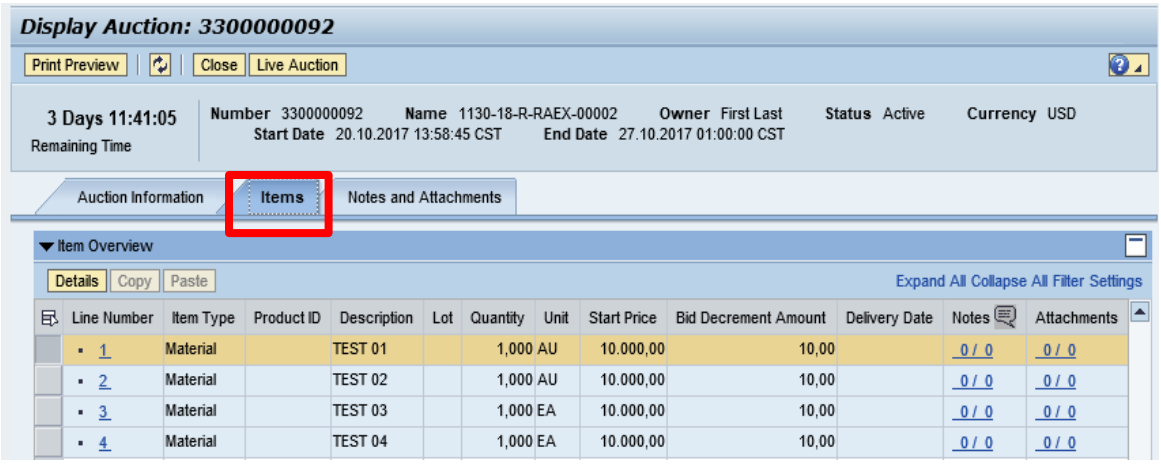
Section	Field Name	Description
Identification	Name	Smart Number with details related to the RFx
	Type	English Auction is the standard for State of Mississippi
	Product Category	The 5-digit NIGP code (optional)
	Currency	US Dollar (USD)
Dates	Start Date	Begin Date and Time for the Live Auction
	End Date	Date and Time of Live Auction completion
	Time Zone	Central Standard Time (CST)
Event Parameters	Bid Decrement	The amount/percentage by which the next bid must decrease relevant to the current lowest bid.
	Bid Validation	Logic used to determine if the bid is valid.
	Follow On Document	Contract or Purchase Order
	Sequential Line Items	Enables sequential line-item functionality to stagger end times.
	Sequential Initial Duration	The amount of time in between each line-item end time.
	Sequential End-Time Gap	The time between item end times.
Automatic	Remaining Time Trigger	The time before the end of the auction where an

Extensions		extension can be triggered due to bid activity.
	Extension Period	Number of minutes, for which the auction will be extended if a bidder submits an offer within the Remaining Time Trigger period.
	Number of Extensions	The number of times an auction can be extended by bid activity within the Remaining Time Trigger.
Status and Statistics	Creation Date	The date and time the auction was created.
	Created By	The UserID of the Agency Buyer who created the auction.

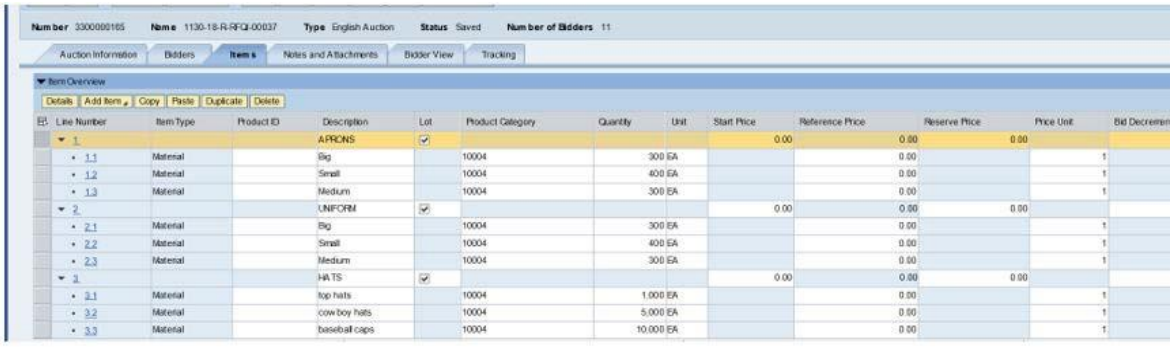
Display Line Items

Listed below is information regarding the line items associated with the auction.

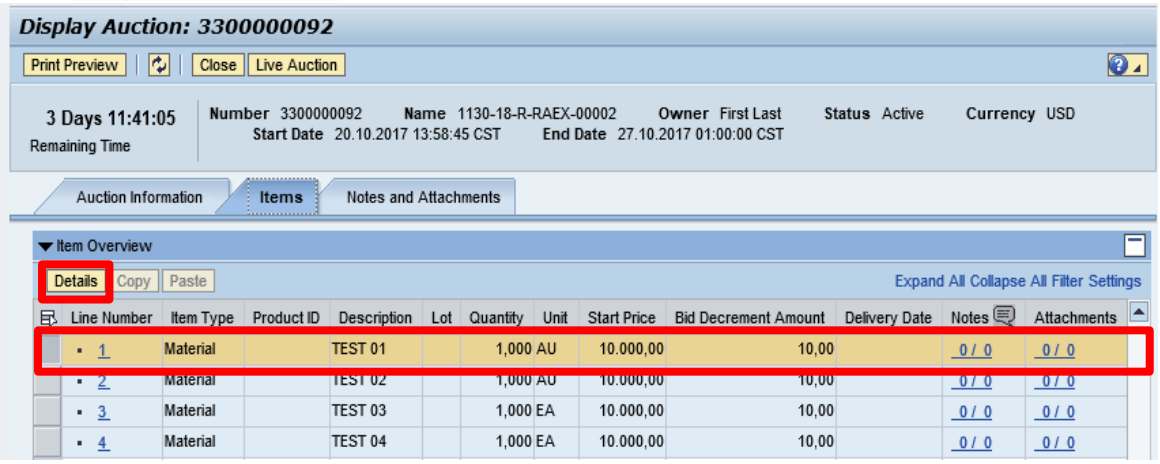
1.) Click the **Items** tab to view the line items.



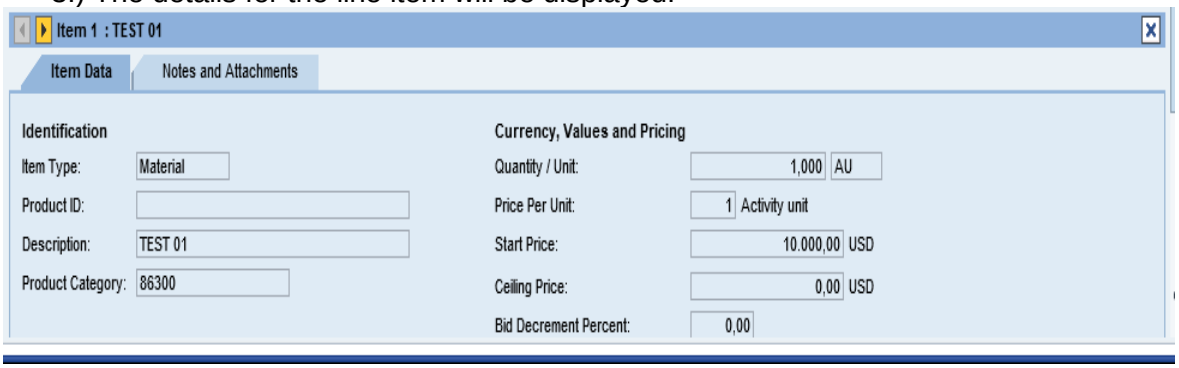
If the items are in **Lots**, the main items will be listed with individual lot items below.



2.) To view additional details for a line item, select the desired line and click the Details button.



3.) The details for the line item will be displayed.

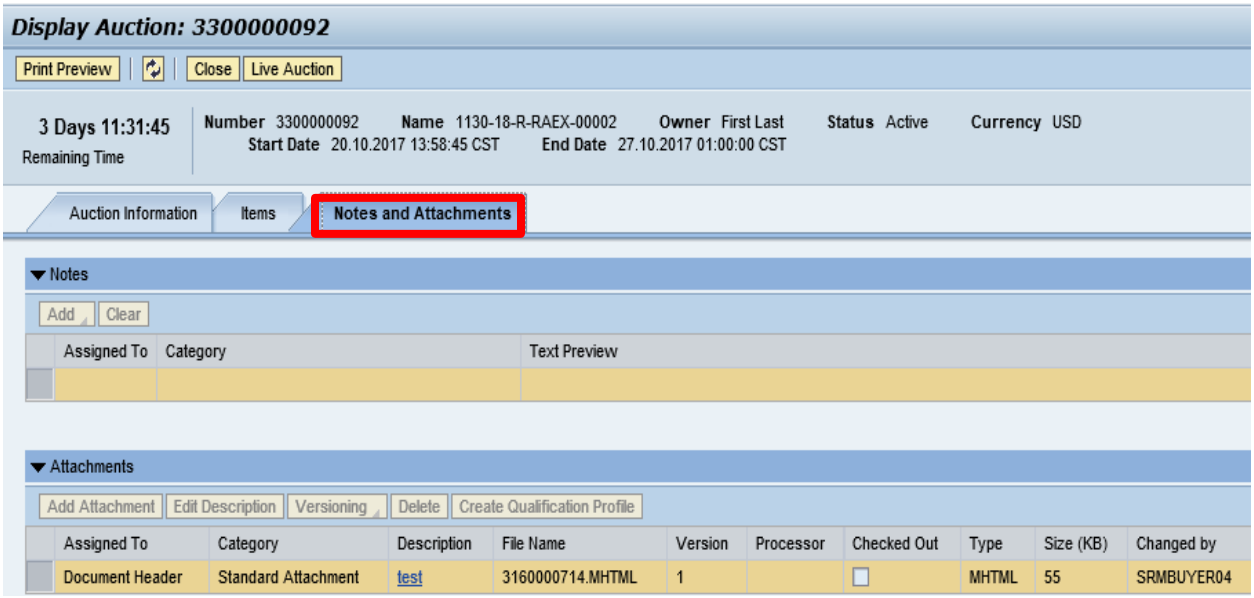


The table below list the fields and a brief description of the information available for each line item

Section	Field Name	Description
Identification	Item Name	Type of item (Material)
	Product ID	11-digit material number
	Description	Detailed description of the item
	Product Category	The 5-digit NIGP code
Currency, Values, and Pricing	Quantity /Unit	The number of items / the Unit of Measure (i.e., EA for each)
	Price Per Unit	The individual price based on the Unit of Measure indicated.
	Start Price	Starting bid price of the item (Bids higher than the start price will not be accepted.)
	Ceiling Price	Ceiling Price is not used.
	Bid Decrement Percent	Bid decrement amount if percentage option is selected.
	Bid Decrement	Bid decrement amount if dollar amount option is selected.

Display Notes and Attachments

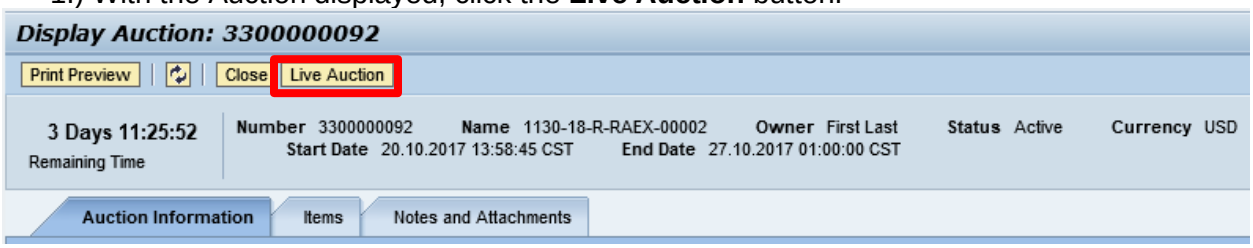
Click the **Notes and Attachments** tab to view supporting documents and/or notes associated with the auction.



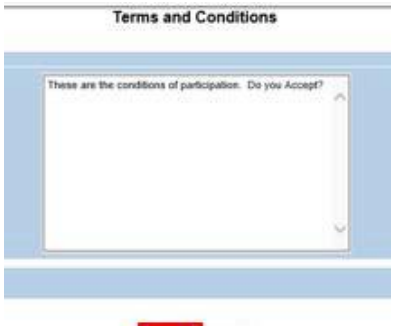
Participating in a Live Auction

After completing the steps above to find a desired auction, the steps below can be used to participate in the Live Auction process.

1.) With the Auction displayed, click the **Live Auction** button.



2.) A pop-up window will appear containing Terms and Conditions to participate in the Live Auction. Review all terms and conditions. If you agree, click **Accept**. If you click **Decline** you will not be allowed to participate in the Live Auction.



If the agency did not establish Terms and Conditions this screen will not be displayed.

MAGIC Reverse Auction Bidders Guide

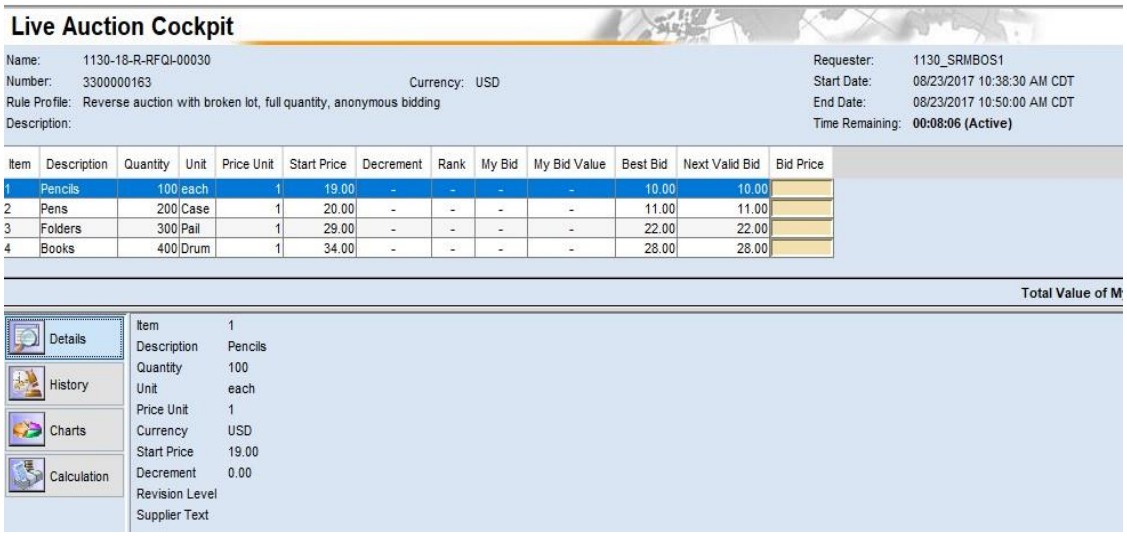
3.) If any pop-ups appear asking for a confirmation to run the JAVA application, click **Run**.

4.) The Live Auction bidding screen will be displayed. If you receive any error messages, please ask your company's system administrator to verify your computer's technical requirements.

Live Auction Cockpit

The Live Auction Cockpit will be displayed when the JAVA application has run.

Listed below is information regarding key items for the Live Auction Cockpit. The steps for submitting a response are located on the next page.



MAGIC Reverse Auction Bidders Guide

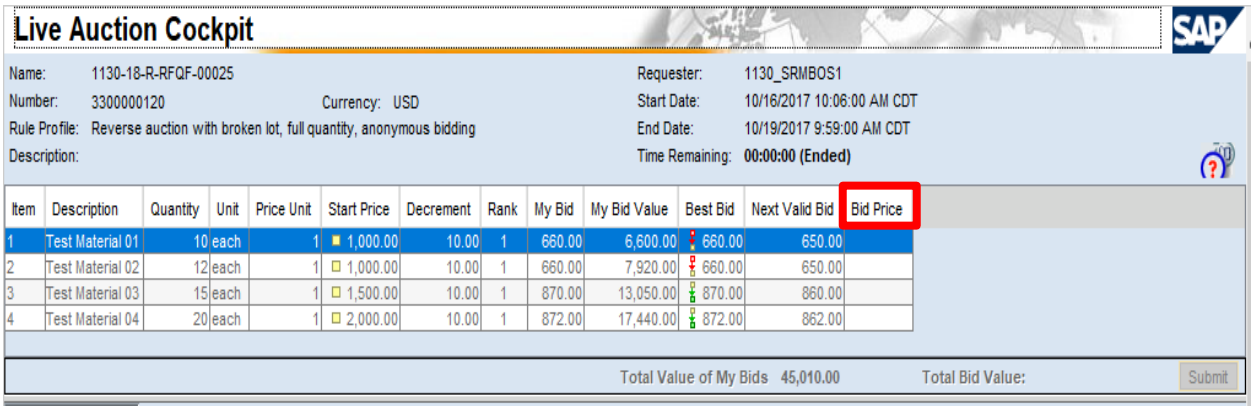
Field Name	Description
Start Date	Date and Time the Live Auction starts
End Date	Date and Time the Live Auction ends
Time Remaining	The time remaining for the Live Auction
Description	Line-item description
Quantity	Line-item quantity
Unit	Line-item unit
Price Unit	Line-item price per unit
Start Price	The initial price for the line item.
Best Bid	The lowest bid that has been submitted, to date, for that line item. This field will be blank until the first bid has been submitted.
Next Valid Bid	The next price that is allowed to be bid for that line item. It is determined by subtracting the decrement amount from the best bid amount.
Bid Price	Your bid for the item. Your bid should be equal or less than the next valid bid field. For instructions on how to enter your bid price, see the next page.

Submitting a Bid Response

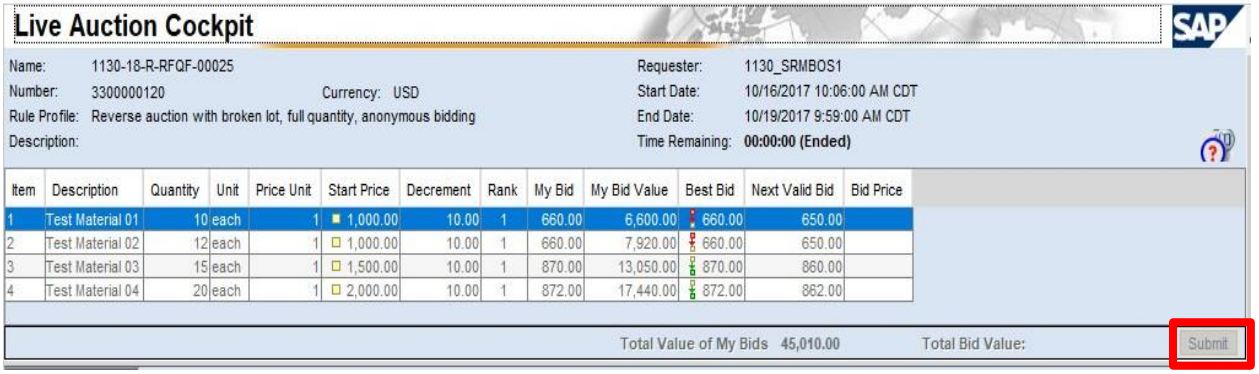
The steps below must be completed for each separate line item you wish to bid on.

1. Click desired line item.

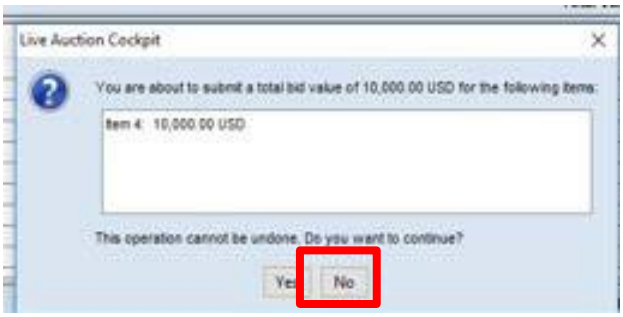
2. Enter the price in the **Bid Price** field(s) for the items you wish to bid on.



3. Click the **Submit** button. The submit button may be submitted after each line-item price is entered or after you enter the price for all line items you wish to bid on.



4. A confirmation pop-up window will be displayed. The bid value (by line item) will display the total of the Unit Price times the Quantity for that item. If the bid amount(s) are correct, click **Yes**. If the bid amount(s) are incorrect, click **No** and repeat the steps above to enter the correct bid amounts.



5.) A confirmation of a successful bid submission will be displayed in the Chat Window.
Note: Erroneous bids may be deleted by the agency during the live auction.

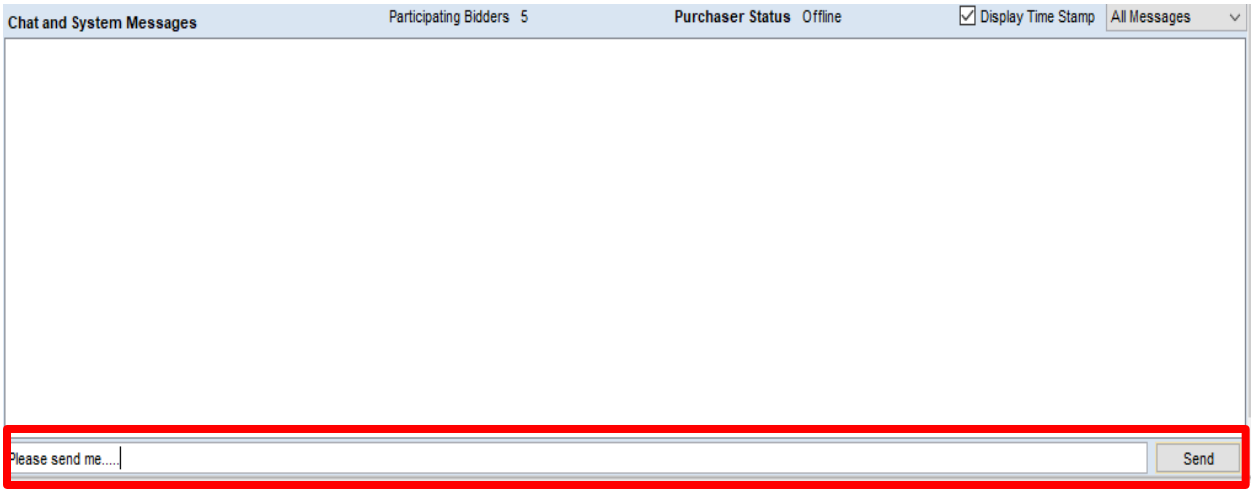
6.) Repeat steps 1 – 5 for each desired line item.

Chat and System Messages

The Chat and System Messages area is used for viewing chat messages from an agency buyer and information messages automatically generated by MAGIC.

Below are helpful hints in using the chat feature:

A bidder CAN:	Send a message to an agency buyer. Type the message in the message box and click **Send**.
	See broadcast messages from the agency buyer to ALL bidders.
	See messages regarding the status of the auction (e.g., paused, resumed, or extended)
A bidder CANNOT:	Send a message to other bidders of the auction.
	See messages sent to an agency by other bidders.
	See messages sent to other bidders from the agency buyer.



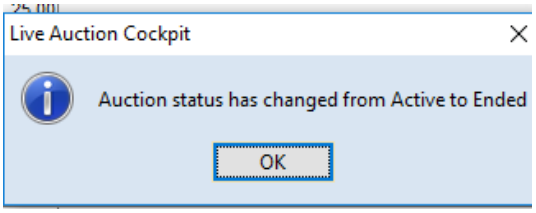
Pausing and/or Resuming an Auction

If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from “Active” to “Paused”. A system alert will appear on the screen.

<u>The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.</u>

When the agency buyer resumes the auction the auction status will be changed from “Paused” to “Active”. A system alert will appear on the screen.

Once the auction has ended, a notification will display.



Section V
Bid Package

RIBBONS AND LABELS

Be sure to answer and complete each section as requested. All responses must follow the instructions provided.

ATTACHMENT A

RIBBONS AND LABELS

Please respond "Yes" or "No" to indicate compliance to the specifications for each listed criterion.

Labels

- Quantity (960,000 per order) estimate
- Size 4" x 3"
- Thermal transfer label
- Fan folded 3 labels per fold (system is currently setup for three-fold)
- Horizontal perforation between each label
- Premium face sheet
- To be used on SATO model #CL 412E-2 & Zebra model # ZT411 Label Printer

Ink Ribbons

- Quantity (240 per order) estimate
- Size – 110mm x 410m TR4085
- Black Ink
- Premium Wax
- Resin enhanced ribbon
- To be used on SATO model #CL 412E-2 Label Printer

Ink Ribbons

- Quantity (240 per order) estimate
- Size – 106mm x 450m TR4085
- Black Ink/Ink Out Only
- Premium Wax
- Resin enhanced ribbon
- To be used on Zebra model # ZT411 Label Printer

Packaging

- Labels should be packed in cartons of at least 8,000 (Two Packs of 4,000 each)
- Each pack of labels should be dust free and individually bagged in plastic before placement in cartons
- Ribbons should be packed 24 rolls per case

Delivery

- Delivery is FOB destination point to the following address:

Alcoholic Beverage Control Distribution Center
1286 Gluckstadt Rd
Madison, MS 39110

Samples

- Winning vendor must provide the following for test purposes on ABC equipment

100 labels and One (1) ribbon for each Label Printer

ATTACHMENT B

EEV CERTIFICATION AND AGREEMENT

By executing this Certification and Agreement, the undersigned verifies its compliance with the Mississippi Employment Protection Act, Section 71-11-3 of the Mississippi Code of 1972, as amended, and any rules or regulations promulgated by Mississippi Transportation Commission, Department of Employment Security, Department of Revenue [DOR], Secretary of State, Department of Human Services in accordance with the Mississippi Administrative Procedures Law (Section 25-43-1 et seq., Mississippi Code of 1972, as amended), stating affirmatively that the individual, firm, or corporation which is contracting with DOR has registered with and is participating in a federal work authorization program***** operated by the United States Department of Homeland Security to electronically verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986, Pub.L. 99-603, 100 Stat 3359, as amended. The undersigned agrees to inform the DOR if the undersigned is no longer registered or participating in the program.

The undersigned agrees that, should it employ or contract with any subconsultant(s) and/or subcontractor(s) in connection with the performance of this Contract, the undersigned will secure from such subconsultant(s) and/or subcontractor(s) verification of compliance with the Mississippi Employment Protection Act. The undersigned further agrees to maintain records of such compliance and provide a copy of each such verification to DOR, if requested, for the benefit of the DOR or this Contract.

_____

EEV***** Company Identification Number [Required]

The undersigned certifies that the above information is complete, true and correct to the best of my knowledge and belief. The undersigned acknowledges that any violation may be subject to the cancellation of the contract, ineligibility for any state or public contract for up to three (3) years, the loss of any license, permit, certificate or other document granted by any agency, department or government entity for the right to do business in Mississippi for up to one (1) year, or both, any and all additional costs incurred because of the contract cancellation or the loss of any license or permit, and may be subject to additional felony prosecution for knowingly or recklessly accepting employment for compensation from an unauthorized alien as defined by 8 U.S.C §1324a(h)(3), said action punishable by imprisonment for not less than one (1) year nor more than five (5) years, a fine of not less than One Thousand Dollars ($1,000.00) nor more than Ten Thousand Dollars ($10,000.00), or both, in addition to such prosecution and penalties as provided by Federal law.

BY: _____ _____

Authorized Officer or Agent Date

_____ _____

Printed Name of Authorized Officer or Agent Title of Authorized Officer or Agent of Contractor / Consultant

SWORN TO AND SUBSCRIBED before me on this the _____ day of _____, 20_____.

_____
NOTARY PUBLIC

My Commission Expires:
_____

* As of the effective date of the Mississippi Employment Protection Act, the applicable federal work authorization program is E-Verify™ operated by the U. S. Citizenship and Immigration Services of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.

ATTACHMENT C

BID COVER SHEET

The Mississippi Department of Revenue (referred to as "DOR" or "Department") is seeking to obtain **ribbons and labels** for the shipment of alcoholic beverages by using the Reverse Auction Process for the Alcoholic Beverage Control Distribution Center ("Department" "State" or "ABC") located at 1286 Gluckstadt Road, Madison County, Mississippi.

Bids are to be submitted as listed below, on or before 12:00 noon CST on May 10, 2022.

PLEASE MARK YOUR ENVELOPE:

Mississippi Department of Revenue
Attention: Bid Coordinator
BID #: 3140003022
500 Clinton Center Drive
Clinton, MS 39056
SEALED BID – DO NOT OPEN

NAME OF COMPANY _____

QUOTED BY _____ SIGNATURE_____

ADDRESS_____

CITY/STATE/ZIP_____

PHONE NUMBER _____ EMAIL_____

FEIN # or SS #: _____

NAME AND PHONE NUMBER OF COMPANY REPRESENTATIVE IF DIFFERENT FROM ABOVE

NAME: _____ PHONE NUMBER: _____

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

Are you able to provide quality ribbons and labels?

Yes	No

Does your company have the ability, capacity, skill and financial resources to perform the work as well as provide the service required?

Yes	No

ATTACHMENT D

CERTIFICATION

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the instructions and specifications for the Request for Quote, RFQ # 3140003022 and Attachments.
2. The company meets all requirements and acknowledges all certifications contained in the Request for Quote, RFQ # 3140003022 and Attachments.
3. The company agrees to all provisions of the Request for Quote, RFQ # 3140003022 and Attachments.
4. The company will perform the services required at the prices quoted on the bid form.
5. The company represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.
6. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete and current as of the submission date.
7. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bid.

[Please execute and return with Bid Materials.]

Company: _____ Signature: _____

Date: _____ Title: _____

Printed Name: _____

ATTACHMENT E

BID FORM

RIBBONS AND LABELS

Pursuant to the RFQF to be received, I/We _____

_____located at _____

do submit our bid form for RFQ # **3140003022**. This bid is made without collusion on the part of any person, firm or corporation.

Quote:

The quote for the Ribbons and Labels will not be used to award the contract. The quote will be used to help determine the starting price for the Reverse Auction.

Item	Qty	Price per Unit	Monthly	Yearly
Labels (per order)	960,000			
Ribbons (per order) SATO - Model #CL 412E-2 110mm x 410m TR4085	240			
Ribbons (per order) Zebra - Model # ZT411 106mm x 450m TR4085	240			

- Quantities are approximate and for reference only.

Exceptions and/or Deviations? Yes___ No___

If "Yes", please list on an accompanying document.

RFQ number: 3140003022

……

Company: _____ Signature: _____

Address: _____ Printed name: _____

_____ Title: _____

Phone: _____ Date: _____

E-mail Address_____

ATTACHMENT F
REFERENCES

REFERENCE #1

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE #2

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE #3

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE #4

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

ATTACHMENT G
RIBBONS AND LABELS

Procurement Reference Score Sheet
(Return with packet unsigned)

TO BE COMPLETED BY AGENCY STAFF ONLY

Company Name: _____ **Reference Name:** _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____ **Service From/To Dates:** _____

Was the vendor able to meet expectations of providing quality ribbons and labels?	Yes	No
Did the vendor generally ship orders in a timely manner?	Yes	No
To the best of the vendor's ability, was the vendor easy to work with?	Yes	No
Did the vendor listen when you had an issue and readily offered a solution?	Yes	No
Were you satisfied with the services provided? If no, please explain.	Yes	No
Would you recommend the vendor?	Yes	No

Offeror must have a minimum of 6 "yes" answers on the questions above from two references (total of 12 "yes" answers) to be considered responsive and for its proposal to be considered.

Score: Pass/Fail

Do you have any business, professional or personal interest in the vendor's organization? If yes, please explain.	Yes	No

A "yes" to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

Notes:
_____

_____.

Called by: _____ _____ _____
Signature Title Date

ATTACHMENT H
Acknowledgement of Amendments

Please sign and print at the appropriate statement.

I acknowledge receipt of all amendments associated with **RFQ # 3140003022.**

They are as follows:

1. _____

2._____

3._____

_____ _____

Printed Name **Company Name**

_____

Signature

There were no amendments associated with **RFQ # 3140003022.**

_____ _____

Printed Name **Company Name**

_____

Signature

ATTACHMENT I

Secretary of State Acknowledgement

_____, acknowledges that we
(Vendor Name)

_____ are registered with the Secretary of State's Office.
(Attach proof)

_____ are not registered with the Secretary of State's Office.

We, _____
(Vendor Name)

_____ will register before the start of the contract and provide proof.

_____ will not register.

_____ _____
Signature Date

_____
Printed Name

ATTACHMENT J

Conflict of Interest
Disclosure Statement

Conflict of Interest – Involvement, financial or otherwise, that an employee, officer, or agent of DOR may have in the proposing organization; and any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization.

_____, acknowledges that we
(Vendor Name)

_____ do not have a conflicting interest to report.

_____ do have a conflicting interest (please disclose below).

Describe the Nature of the Conflicting Interest:

_____

_____

_____

_____

_____

_____

_____ _____

Signature **Date**

_____

Printed Name

ATTACHMENT K
Live Reverse Auction Participation

Depending on Applicability, Initial Items 1 or 2

_____I/we certify that we request to participate in the Live Reverse Auction, via Surrogate Bidding. I/We understand that we must be physically present at the public bidding location, with the means to submit written bids for each offer made and signed by an authorized agent of the Vendor.

_____I/we certify that we will participate in the Live Auction via MAGIC.

Company: _____ Signature: _____

Address: _____ Printed name: _____

_____ Title: _____

Phone: _____ Date: _____

E-mail Address_____