

January 13, 2016

**Invitation for Bid:  
Bid # 316000804**

**Annual Calibration of Instruments and Equipment in all branches of the  
Mississippi Forensic Laboratory**

**Purpose:** The purpose of this invitation for bid is to establish an agency purchasing contract for the annual calibration of instruments and equipment in all branches of the MS Forensic Laboratory (MSFL).

**Chemical Fume Hood  
Scale, Large Floor  
Balance, Analytical  
Centrifuge  
Pipette  
Gauge Block  
UCAD, Ductless Filtering Fume Hood  
Caliper  
Grossing Hood Down Draft  
BioSafety Cabinet  
Travel Charge Pearl Lab  
Travel Charge Batesville Lab  
Travel Charge Meridian Lab  
Travel Charge Gulf Coast Lab**

*Vendor must be 17025 Accredited and scope of accreditation must include the range of services requested. (Please provide a hard copy with Bid)*

**Term & Renewal  
of Contract:**

The term of the contract shall be for a period of twelve (12) months. Upon mutual agreement by both parties, the successful bidder shall have an option to renew up to two (2) additional twelve (12) months. The effective date is expected to be January 20, 2016.

**Bid Opening:**

Bid(s) will be opened publicly, Wednesday, January 13, 2016, at 10:00 a.m. Local 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: [ofmmagic@dfa.ms.gov](mailto:ofmmagic@dfa.ms.gov)

Bids must be submitted and received on or before, January 13, 2016, 10:00 a.m., Local Time. Regardless of the reason, bid(s) received after this date and time will not be accepted. One original copy of bid must be submitted in an envelope or package clearly marked with the information listed below to the address listed below:

*MS Department of Public Safety  
Procurement Department  
4<sup>th</sup> Floor, Room 402  
**Bid # 316000804 Annual Calibration of Instruments and Equipment  
in all branches of MS Forensic Laboratory**  
1900 East Woodrow Wilson Avenue  
Jackson, MS 39216*

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

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

Online learning instructions on how to submit your bid electronically, can be obtained by logging onto the Mississippi Management and Reporting System website at [www.mmrs.state.ms.us/vendors/index.shtml](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 have any questions regarding this invitation for bid, please 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 MSFL reserves the right to reject any and/or all bids and to waive all informalities.

**Bidder  
Responsibility:**

Bidder must, upon request of MSFL, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of the specifications. MSFL 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 quantity of instruments and equipment for all labs that need to be calibrated is listed below:

<b><u>Item</u></b>	<b><u>Qty</u></b>
Chemical Fume Hood	47
Scale, Large Floor	5
Balance, Analytical	39
Centrifuge	25
Pipette	80
Gauge Block	1
UCAD, ductless filtering fume hood	10
Caliper	3
Grossing Hood(down draft)	1
BioSafety Cabinets	2
Travel Charge Pearl Lab	2
Travel Charge Batesville Lab	1
Travel Charge Meridian Lab	1
Travel Charge Gulf Coast Lab	1

**Firm Bid Price:** Prices quoted shall be firm for the first twelve (12) months of the contract. If the current year model that is awarded in the contract is discontinued during the first twelve (12) months of the contract and upon mutual agreement during the renewal of that extension year, the vendor may offer the next year model at the same price.

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

**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:** Factors to be considered, in determining the lowest and best bid, include conformity with specifications and responsibility of the bidder.

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

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

**Delivery:**

**ITEMS ARE TO BE DELIVERED F.O.B. DESTINATION FREIGHT PREPAID.**

**F.O.B. DESTINATION** means that title to the merchandise passes at time and place of delivery.

**PREPAID** means the shipper owns the freight payment responsibility.

Vendor **SHALL NOT** bid shipping charges on the bid form. Failure to comply with this request will result in disqualification of the entire bid submittal. Items are to be delivered to Mississippi Department of Public Safety, Property Receiving, 1900 E. Woodrow Wilson Blvd, Jackson, MS 39216, on a normal work day between the hours of 8:00 a.m. and 5:00 p.m. local time, except all observed state and national holidays. If delivery falls on a holiday or weekend, delivery shall be made on the next working day.