Invitation for Bid:

Bid # 3160000875

Laundry and Linen Services for Mississippi Law Enforcement Training Academy

Purpose: The purpose of this invitation for bid is to establish an agency purchasing contract for the Laundry and Linen Services in Mississippi Law Enforcement Training Academy (MLEOTA).

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 four (4) additional twelve (12) months. The effective date is expected to be May 1, 2016.

Bid Opening: Bid(s) will be opened publicly, Monday, April 4, 2016, at 10:00 a.m. local time, in the Procurement Department, 4th Floor, Room 402, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216.

Instructions to bidders: All vendors must be registered with the State of Mississippi. If not registered, please go to http://www.mmrs.state.ms.us/vendors/index.shtml to register your company and receive a supplier number. Once on the website, click on "Supplier (Vendor) Self-Service". Then click on "State of Mississippi Supplier Registration". If you need instructions on how to register, click on the supplier training tab.
Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in the Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Supplier may also submit a valid W-9 to the following:

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

Or

MS Department of Finance and Administration
501 North West Street, Suite 701-B
Jackson, MS 39215-1060
Phone: 601-359-3538
Fax: 601-359-5525
Email: ofmmagic@dfa.ms.gov

Bids must be submitted and received on or before, April 4, 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
4th Floor, Room 402
Bid # 3160000875 Laundry and Linen Services for Mississippi Law Enforcement Training Academy
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, 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 or Sonya Toaster at stoaster@dps.ms.gov. The MDPS reserves the right to reject any and/or all bids and to waive all informalities

Bidder Responsibility: Bidder must, upon request of MDPS, provide satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of the specifications. MDPS 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.

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. The lowest bid will be determined by the lowest total cost of all items 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.