**MS Department of Public Safety**

**Invitation for Bid**
Instructions and General Conditions

# Specialty Bottled Gases

**Purpose:** The purpose of this invitation for bid is to establish an agency purchasing contract for use by all divisions of the Mississippi Department of Public Safety. The contract will be for an annual term to begin on September 28, 2015 and continue for twelve (12) months with the option to renew for an additional 12 months upon mutual agreement of both parties. Contract renewals must be consecutive and shall not exceed a maximum of four (4) annual terms.

**Bid Opening:** Bids will be opened publicly, Thursday, September 28, 2015 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, September 28, 2015, 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*
*4th Floor, Room 402*
*Bid #* 3160000634
***Specialty Bottled Gases***
*1900 East Woodrow Wilson Avenue*
*Jackson, MS 39216*

Vendors must also 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 at (601) 987-1467 or Sonya Toaster by phone 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:** Bidders must, upon request of the MS Department of Public Safety, provide satisfactory evidence of ability to furnish products or services in accordance with 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:** See bid form.

**Delivery:** All items are to be supplied and delivered F.O.B. destination, freight prepaid on orders over $100, to the following location:

Mississippi Crime Laboratory
East MS Laboratory
2119C HWY 19 North
Meridian, MS, 39307

**Firm Bid Price Period:** Prices quoted shall be firm for the first twelve (12) months of the contract and may then be adjusted at the times and under the conditions set forth herein.

**Price Increase Rejected:** Any requests for price increase, which is not in compliance with the conditions set forth herein, will be rejected. Should this rejection result in a cancellation of the Contract, a new contract will be established as per prescribed competitive bid procedures. Bids submitted by the vendor causing cancellation will not be considered. Further, that Vendor shall be removed from the Qualified Bidders List for a period of 24 months.

**Price Adjustment:** Price increases will not be allowed during the first twelve (12) months of the contract. Price increases may be considered for contracts which are renewed for an additional twelve month period with prices being effective the first date of contract renewal for that extension year. Requests for price increases shall be submitted no later than three (3) months prior to the contract extension year. Requests for price increases shall be in the form of a letter from the Contractor. This letter shall indicate the contract number, and 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 product order number and shall indicate the price increase as well as the contractor's new 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 state verification of price increase.

The manufacturer's pricing notice shall be certified as the index used by the manufacturer in the normal conduct of business nationwide. The contractor shall also submit a copy of the manufacturer's published price list which shall include evidence of the price increase.

Upon receipt of such request for price increase the Office of Purchasing and Travel will either approve or disapprove the request and will notify the

contractor prior to the proposed effective date. If approved, the new prices will take effect on the effective date set forth herein.

**Price Decreases:** The state shall be advised of, and receive the benefit of, any price decrease during the term of the contract. Notification and implementation of price decreases shall be in compliance with the procedures set forth herein. Failure by the contractor to notify the state of price decreases from the manufacturer shall be cause for cancellation of the contract and shall be cause for removal of the contractor from the bidders list for a period of 24 months.

**Freight:** Freight will be prepaid and added to invoice for orders under $100.00, customer requested rush/air freight or other special delivery services. For materials requiring a hazardous materials handling fee as charged by UPS, RPS and other common carriers, a nominal fee set forth by that carrier shall be allowed and added to the invoice. Items shall be delivered promptly upon receipt of a written purchase order and are to be delivered as specified on the purchase order on a normal business day between the hours of 8:00 a.m. and 5:00 p.m., except all State of Mississippi holidays. The term "F.O.B. destination" shall be defined as delivered indoors.

**Award:** The contract will be awarded based on the lowest overall bid for the Crime Lab. The bottom line price for each crime lab location will be calculated by adding all items in the far right column on the bid form to arrive at a total bottom line price. ***Bidders must bid all items on the bid form for each crime lab location including cylinder and/or tank rental(s) in order to arrive at a bottom line price. Failure to bid all items listed may cause entire bid to be rejected.***

***The MDPS reserves the right to make that determination based upon what will be deemed as the best value to the agency.***