

May 24, 2016

**Invitation for Bid
Bid#3160000980**

Alternative Light Source

Purpose: The purpose of this Invitation for Bid is to establish a one-time acquisition to purchase two (2) Alternative Light Sources for the Mississippi Forensics Laboratories (MSFL).

Bid Opening: Bid(s) will be opened publicly, Tuesday, **May 24, 2016, at 10:00 a.m.**, Central Standard 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: ofnmmagic@dfa.ms.gov

Bids must be submitted and received on or before, May 24, 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 #3160000980 - Alternative Light Source
1900 East Woodrow Wilson Avenue
Jackson, MS 39216***

If using a commercial delivery company, which requires that you use their shipping package, your bid should be sealed separately and labeled as stated above within the commercial packaging to prevent premature opening. Parties submitting a bid assume all risks of delivery. Facsimile or e-mail bids will not be accepted.

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 the Procurement Department by phone at (601) 987-1467 or (601) 987-1305 or email btoles@dps.ms.gov or stoaster@dps.ms.gov. The MS Department of Public Safety 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: Alternative Light Source 2

The MS Department of Public Safety does not guarantee that the agency will purchase all items listed on the bid form.

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.

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.

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 meeting specifications.

Delivery: F.O.B. destination freight prepaid by successful bidder to the Mississippi Highway Forensics Laboratory, 215 Allen Stuart Dr., Pearl, MS 39208, on a normal business days, between the hours 8:00 a.m. to 5:00 p.m. central time, except all observed state holidays. If delivery date falls on a holiday or weekend, delivery will be made on the following business day.