



REQUEST FOR QUOTE FORMAL REVERSE AUCTION

RFQ Number: 3140002440

To Provide: **Reach Truck Forklifts and Stock Pickers**

Issue Date: 09/23/2020

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 October 23, 2020, 12:00 p.m. (CST)

To obtain two (2) Reach Truck Forklifts and four (4) Stock Pickers for our Alcoholic Beverage Control Distribution Center ("Department" "State" or "ABC") located at 1286 Gluckstadt Road, Madison County, Mississippi by using the Reverse Auction Process.

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MISSISSIPPI DEPARTMENT OF REVENUE
Invitation for Bid
Reach Truck Forklifts and Stock Pickers

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 considered to be 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 Alcoholic Beverage Control Distribution Center of the Mississippi Department of Revenue (referred to as “ABC” or “Department” or “DOR”) is seeking to obtain **two (2) Reach Truck Forklifts and four (4) Stock Pickers** to rent by using the Reverse Auction Process. 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) 923-7658.

2.0 Scope of Service

The specifications set forth herein as “Attachment A” and “Attachment B” represent the minimum requirements 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 **60 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 Term of Contract

The contract resulting from this Reverse Auction shall be for the period of (24) months to begin January 4, 2021 through December 31, 2022.

3.1 Delivery

The contractor shall deliver upon order to the following location:

Alcoholic Beverage Control Distribution Center
1286 Glucksadt Road
Madison, MS 39110

4.0 Procurement Time Line

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:** September 23, 2020; 9:30 a.m.
- B. First Publication:** September 23, 2020
- C. Second Publication:** September 30, 2020
- D. Deadline for Submission of Questions:** October 7, 2020; 5:00 pm (CST)
- E. Last Day Answers Posted to Website:** October 9, 2020; 5:00 pm (CST)
- F. Bid Packet Submission Deadline:** October 23, 2020 12:00 noon (CST)
- G. Evaluation:** October 26, 2020
- H. Qualify Bids:** October 26, 2020
- I. Email Qualified Bidders:** October 29, 2020
- J. Protest Deadline:** November 5, 2020, 12:00 pm (CST)
- K. Reverse Auction Start Date:** November 12, 2020, 2:00 pm (CST)
- L. Bid Evaluations:** November 13, 2020
- M. Projected Award:** November 20, 2020

5.0 References

As part of its bid, 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 with their largest clients of similar size and scope of services, as specified in this RFQF. “Largest client” is determined by the revenue paid by the client to the bidder over the past two year period. 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.

References must report the vendor to be of good reputation in providing applicable services. Although DOR requires the provision of a minimum of four (4) references, bidder may submit as many references as desired. References will be contacted in order listed until at minimum two references have been interviewed. Bidders are encouraged to submit additional references to ensure that at least two references are available for interview. It is the responsibility of the bidder to verify

before submitting their bid that contact information is correct and current for each reference. DOR will not seek to correct erroneous contact information or track down references.

DOR staff must be able to contact two (2) references for a bid to be found responsive. In addition, the bidder must have a minimum score of six (6) on the Reference Score Sheet in **Attachment H and I** from reference interviews by DOR with two (2) references for a total minimum score of twelve (12).

6.0 Business Longevity

Each bidder must have been in business a minimum of four (4) years prior to submission of its bid. Please indicate the length of time you have been in business providing equipment as specified in this RFQF. Business longevity information must be provided, as part of the bid package submitted for consideration.

7.0 Approach

It is understood that all bids are submitted on the basis of complying with the provisions, terms and specifications set out herein, provided that you can do so under the various government rulings and directives now in effect or which may be issued during the period of the contract. The Department reserves the right to waive minor technicalities on bid forms and specifications that can be waived or corrected without prejudice to other bidders when it is in the best interest of the Department of Revenue. The Department reserves the right to reject any and all bids, to waive any minor informality in the bids, and, unless otherwise specified by the bidders, to accept any items on the bid.

The bidder understands that the Department of Revenue is an equal opportunity employer and maintains a policy that prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration. The bidder will strictly adhere to this policy in its employment practices and provision of services.

8.0 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 K**.

9.0 Procurement Methodology

9.1 Bidder Rules of Procurement

All formal bids shall be binding for a minimum of forty-five (45) days after opening. If a bid is withdrawn after opening, the vendor will be removed from the list of eligible bidders for a period of six (6) months.

9.2 Procedure for Answering Questions

- A. All questions concerning this Request for Quote Formal or the bid process must be submitted by 5:00 p.m., on 10/7/2020 to:

BidQuestions@dor.ms.gov

- B. Questions and requests for clarification must be submitted via email during normal business hours by the deadline reflected in Section II, 4.0, Procurement Time Line. Questions received after this time will not be considered.
- C. All questions and answers shall be treated as amendments to the RFQF. See Section II, 9.4 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.
- D. 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 Time Line. Bidders are responsible for following up to see that any correspondence or communications are properly received.
- E. 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 Greenwood, Contract Analyst, SR
Email: erica.greenwood@dor.ms.gov

9.3 Amendment or Withdrawal

No bids shall be modified after the specified time for the opening. If a bid is withdrawn after opening, the bidder will be removed from the list of eligibles for a period of six (6) months. A bidder may withdraw a bid prior to the time set for the opening by simply making a request in writing to DOR; no explanation is required. No partial withdrawals are permitted after the time and date set for the opening; only complete withdrawals are permitted. No late bids, modifications or withdrawals will be considered unless receipt would have been timely but for the action or inaction of DOR personnel directly involved with the procurement activity.

9.4 Amendments to the RFQF

Amendments to the RFQF will be identified as such. Amendments will reference the portions of the RFQF that it amends. Amendments will be sent to all prospective bidders that received an RFQF. Each vendor shall acknowledge receipt of amendments by completing and signing the Acknowledgement of Amendments form included in **Attachment J** hereto. The Bid Coordinator of DOR will post the Amendment by number on DOR website www.dor.ms.gov in a manner all bidders will be able to view. Respondents shall rely only on communication from the Bid Coordinator of DOR in submitting bids and obtaining amendments. The DOR'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.

Additionally, each bidder shall complete **Attachment J**, Acknowledgements of Amendments, and include as part of its bid packet.

9.5 Bid Acceptance Period

The original bid form, cover sheet, certification to sign form, references and all acknowledgement forms, shall be signed and submitted in a sealed envelope or packet to the address noted in Section II 10.1 Procedure for Submitting Bids, no later than the time specified by the Procurement timeline. Timely submission of the bid forms is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or packet shall be marked with the bid opening date and time, and the number of the Request for Quote. The time and date of receipt shall be indicated on the envelope or packet by Administrative Services or Support Staff. Each page of the bid and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. DOR reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As precondition to bid acceptance, DOR 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 service.

9.6 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.

9.7 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

9.8 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*).

9.9 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.

9.10 Opening Procedures

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

9.11 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.

9.12 Partial Bids Prohibited

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

9.13 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.

9.14 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 L**.

9.15 Office Closure Statement

If the agency 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 opened 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, 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. **The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event.** Each proposer shall be required to ensure the delivery and receipt of its Bid by the agency prior to the new date and time of the Bid opening

10.0 Submission Procedures

10.1 Procedures for Submitting Bid

- A. Bids must be written and formatted based on the forms furnished by DOR, or they may not be considered. Letters will not be considered a part of your Bid. Facsimile transmissions will not be accepted. Failure to submit a bid on the Bid Form in the manner specified will be considered cause for rejection of Bid.
- B. Bids should be typed and single-sided; not handwritten. Failure to submit a bid on the Bid Form in the manner specified will be considered cause for rejection of Bid. The Bid shall be signed by a company official with authorization to bind contractor to its provisions and submitted in a sealed envelope or package labeled **BID PACKET** to 500 Clinton Center Dr. Clinton, MS 39056 no later than October 23, 2020 at 12:00 p.m.
- C. Unless submitted in the Mississippi Accountability System Government Information and Collaboration (MAGIC) system, a packet must be delivered by the time indicated for submission in Section II, 4.0 of the Procurement Time Line. It must be labeled as noted in (E.) below. If submitted in MAGIC documents must be signed and scanned in as an attachment.
- D. DOR reserves the right to decide, on a case-by-case basis, whether to reject with exceptions, modifications or additions outside the parameters set by this RFQF, including specifications, as nonresponsive.

- E. Sealed bids should be hand delivered (strongly encouraged) or mailed and labeled as follows:

Mississippi Department of Revenue
Attention: Bid Coordinator
RFQF # **3140002440**
500 Clinton Center Dr
Clinton MS 39056
SEALED BID – DO NOT OPEN

- F. The parties submitting bids are responsible for ensuring they are delivered by the required time assuming all risk of delivery. DOR will not be responsible for mail delays or lost mail. Delays due to system down time or weather will be reviewed on a case by case basis and the proposer should notify DOR Bid Coordinator of such occurrences. Bids and modifications or corrections thereof received after the closing time specified will not be considered. Any bids or responses received subsequent to the specified date and time shall remain sealed and be maintained as part of the procurement file.

10.2 Submission Format

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

- A. Attachment A - Specification for Reach Truck Forklifts (Compliance)
- B. Attachment B – Specification for Stock Pickers (Compliance)
- C. Attachment C - EEV Certification and Agreement
- D. Attachment D - Bid Cover Sheet
- E. Attachment E - Certification to sign on behalf of the company
- F. Attachment F - Bid Form
- G. Attachment G - References
- H. Attachment H - Reference Score Sheet # 1
- I. Attachment I - Reference Score Sheet # 2
- J. Attachment J - Acknowledgement of Amendments or modifications
- K. Attachment K - Secretary of State Acknowledgement
- L. Attachment L - Conflict of Interest Disclosure Statement
- M. Attachment M - Live Reverse Auction Participation

11.0 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.

12.0 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 in order 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 blue print, 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

Supplier Self-Service Work Center
The Supplier Self-Service Work Center is the central point for suppliers accessing all their functionality. Use the Supplier Work Center by clicking on the appropriate links.
[Vendor Spend Application](#)

RFx and Auctions

Purchase Orders
[All](#)
[New](#)
[Changed](#)
[In Process](#)
[Confirmed](#)
[Partially Confirmed](#)
[Rejected](#)
[Canceled by Customer](#)



2. Click RFx and Auctions Icon. .

Active Queries

Active Queries

eRFxs All (23) Published (1) Ended (0) Completed (1)
 Without Category Assignment New Query (0)

eRFxs - All

▼ Hide Quick Criteria Maintenance

Rfx Number: To

Rfx Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View: [Standard View]

Event Number	Rfx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000296	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	6000000036	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	1	
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

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

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

Active Queries

The screenshot shows the 'Active Queries' interface. At the top, it displays 'eRFxs' with filters: 'All (23)', 'Published (1)', 'Ended (0)', and 'Completed (1)'. Below this, there are search criteria fields: 'RFx Number' (set to 3160000291), 'RFx Status', 'My Responses From', 'Smart Number', 'Agency', 'Commodity', and 'Buyer'. Each field has a 'To' field and a search icon. There are 'Apply' and 'Clear' buttons. Below the search criteria, there are buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. At the bottom, a table lists the results of the query.

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000290	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	6000000036	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000293	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

4. Click Apply **Apply** to apply the search criteria.

Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)
 Without Category Assignment [New Query \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

RFx Number: To

RFx Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
3160000296	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	6000000036	Submitted	
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1

Active Queries

Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)
 Without Category Assignment [New Query \(0\)](#)

eRFxs - All

▼ Hide Quick Criteria Maintenance

RFx Number: To

RFx Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000296	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	6000000036	Submitted		
3160000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

5. Click Hide Quick Criteria Maintenance

Active Queries

The screenshot displays the 'Active Queries' interface. At the top, it shows 'eRFxs' with filters for 'All (1)', 'Published (1)', 'Ended (0)', and 'Completed (1)'. Below this, there is a 'Without Category Assignment' filter and a 'New Query (0)' link. The main section is titled 'eRFxs - All' and includes a 'Show Quick Criteria Maintenance' link. A toolbar contains buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The data table below has the following columns: Event Number, RFX Number, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, and Response Version. The first row contains the following data: 3160000291, 1130-14-R-IFBD-00100, Invitation for Bid, Published, 01/23/2014, 01/12/2015, (empty), No Bid Created, 1, and (empty).

Event Number	RFX Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
3160000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	

3160000291

6. Click 3160000291 .

Display RFX 316000291

Display RFX : 316000291 [Help](#)

RFX Number 316000291 Smart Number 1130-14-R-IFBD-00100 RFX Status Published RFX Start Date 01/23/2014 16:30:00 CST Remaining Time 338 Days 02:32:17
 RFX Owner Mr. Sims Harman RFX Version Number 1 RFX Version Type Active Version

Time Zone: Bidder Submission Deadline Date:
 Start Date: Bidder Submission Deadline Time:
 Opening Date: *
 End of Binding Period:
 Currency:

Function	Number	Name	Phone Number
Requester		Sims Harman	404-579-9122
Location		MS DEPT FINANCE & ADMINISTRATION	

7. Click Participate . This step is required and notifies the SoMs your intent to create a RFX response.
8. Click Create Response .

Create RFX Response

Create RFX Response [Help](#)

RFX Response Number 8000000038 RFX Number 3180000291 Status In Process Submission Deadline 12/31/2014 13:30:00 CST Opening Date 01/10/2015 00:00:00 CST
Remaining Time 338 Days 02:31:55 RFX Owner Mr. Sims Harman Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

! Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value

! Attribute How long has your company been in business (Specify is mandatory; maintain attribute value)

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

Event Parameters

Validity Period: -

Currency:

Target Value of RFX Response: USD

Pricing Arrangement

Service and Delivery

Pricing Arrangement:

Ceiling Amount:

Status and Statistics

Created On:

Created By:

Last Processed On:

Last Processed By:

▼ Partners and Delivery Information

Details Send E-Mail Call Clear [Filter Settings](#)

Function	Number	Name	Phone Number
• Location		MS DEPT FINANCE & ADMINISTRATION	

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

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

Create RFX Response [Help](#)

RFX Response Number 6000000038 RFX Number 3160000291 Status In Process Submission Deadline 12/31/2014 13:30:00 CST Opening Date 01/10/2015 00:00:00 CST
 Remaining Time 338 Days 02:31:55 RFX Owner Mr. Sims Harman Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

Attribute Does the vendor accept the required contractual te is mandatory; maintain attribute value ▲
 Attribute How long has your company been in business (Specif is mandatory; maintain attribute value) ▼

RFX Information
Items
Notes and Attachments
Conditions
Summary
Tracking

Basic Data
Questions
Notes and Attachments
Conditions
Payment

Question	Reply	Comment
How long has your company been in business (Specify in years): *	<input type="text" value="7"/> YR	<input type="text"/>
Does the vendor accept the required contractual terms and conditions: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

12. Click Notes and Attachments . [Notes and Attachments](#)

13. Click Items . [Items](#)

Create RFX Response

Details for item abrasive

Item Data | Questions | Notes and Attachments | Payment | Conditions | Table Extensions | Delivery | Subcontracting

Basic Data

Identification

Item Type: Material
 Product Category: 00514 Abrasives Clothfiber
 Product ID:
 Description: abrasive
 Item Variant Description: Original Item
 Supplier Product Number:
 Manufacturer Part Number:
 Period of Performance: -
 External Manufacturer:
 Net value: 0.00

Currency: United States Dollar
 Required Quantity: 2 EA each
 Submitted Quantity: 2 EA each
 Price: 0.00 USD Per: 1 EA

Delivery Days: 000
 Not to Exceed Price:
 Not Separately Priced:

Status and Statistics

Guaranteed Minimum Amount: 0.00

Partners and Delivery Information

Function	Number	Name	Phone Number
Requester		Sims Harman	404-579-9122

Submit | Close | Read Only | Print Preview | Check | Save | Export | Import | Questions and Answers (0)

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

Details for item abrasive

Item Data Questions **Notes and Attachments** Payment Conditions Table Extensions Delivery Subcontracting

▼ Basic Data **Notes and Attachments**

Identification

Item Type: Material
 Product Category: 00514 Abrasives Clothfiber
 Product ID:
 Description: abrasive
 Item Variant Description: Original Item
 Supplier Product Number: 123_abo_9
 Manufacturer Part Number:
 Period of Performance: -
 External Manufacturer:
 Net value: 0.00
 Acceptance at Origin:
 Acceptance at Origin in RFX:

Currency: United States Dollar
 Required Quantity: 2 EA each
 Submitted Quantity: 2 EA each
 Price: 2500 USD Per: 1 EA
 Delivery Days: 10
 Not to Exceed Price:
 Not Separately Priced:

Status and Statistics

Guaranteed Minimum Amount: 0.00

▼ Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Num
* Requester		Sims Harman	404-579-9122

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

16. Click Notes and Attachments tab **Notes and Attachments**

Create RFX Response

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
•	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00

Details for item abrasive

Item Data Questions **Notes and Attachments** Payment Conditions Table Extensions Delivery Subcontracting

▼ Notes

Clear Copy

Category	Description
RFX/Auction Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Justification	-Empty-

▼ Attachments

Add Attachment Edit Description Versioning ▾ Delete Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

Submit Close Read Only Print Preview Check Save Export Import Questions and Answers (0)

17. Click Bidder's Remarks [Bidder's Remarks](#) .

Add Bidder's Remarks

Add Bidder's Remarks □ ×

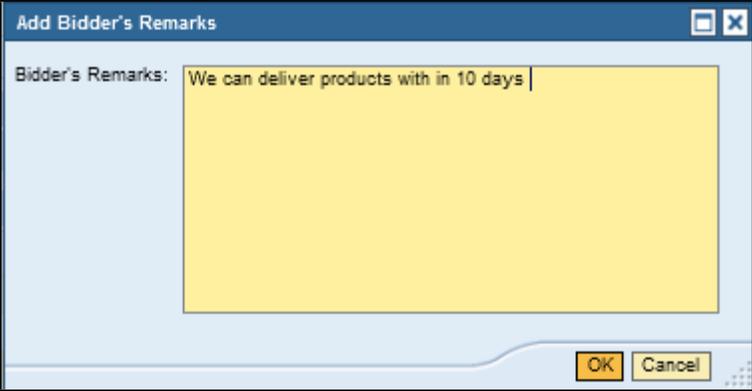
Bidder's Remarks:

OK Cancel

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

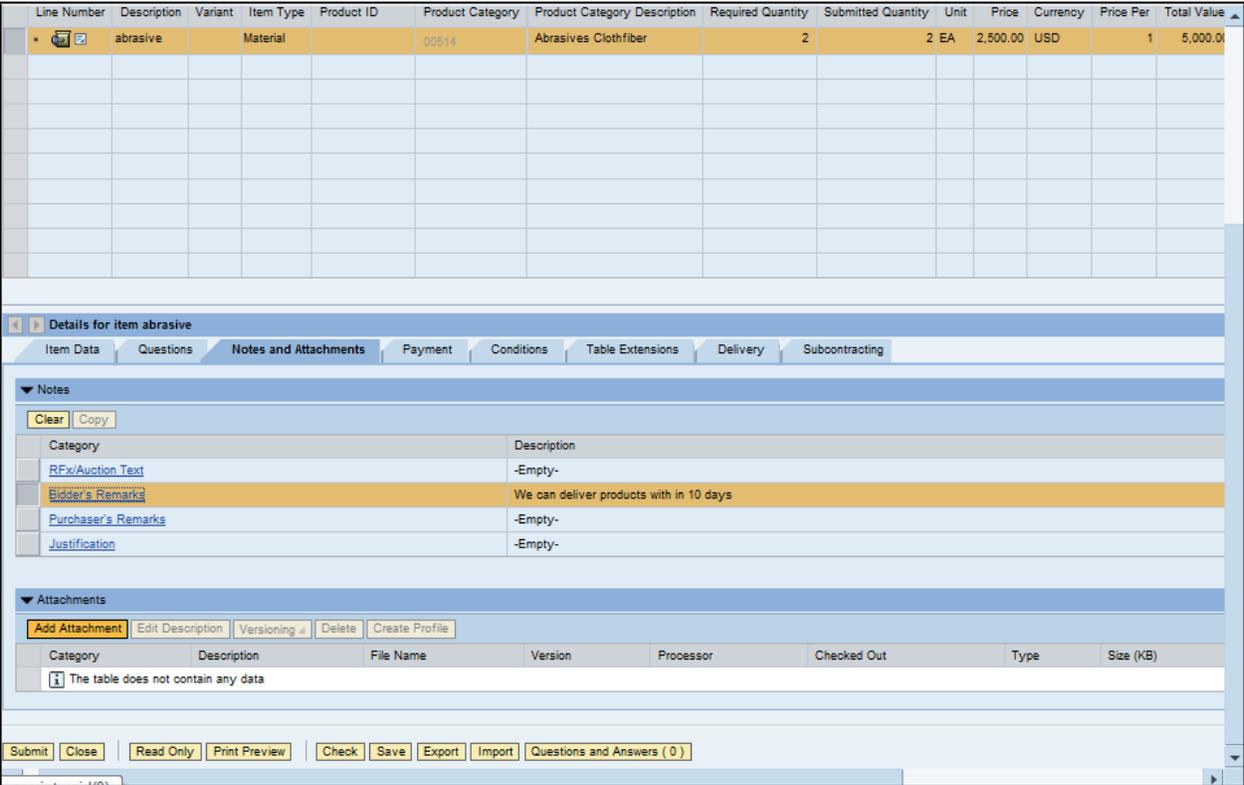
Field	R/O/C	Description
Bidder's Remarks:	Required	Example: We can deliver products with in 10 days

Add Bidder's Remarks



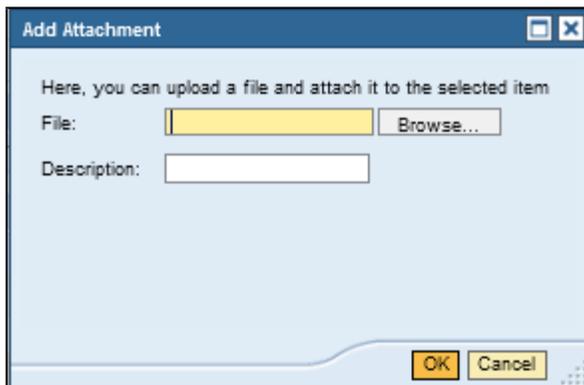
19. Click OK **OK** .

Create RFX Response



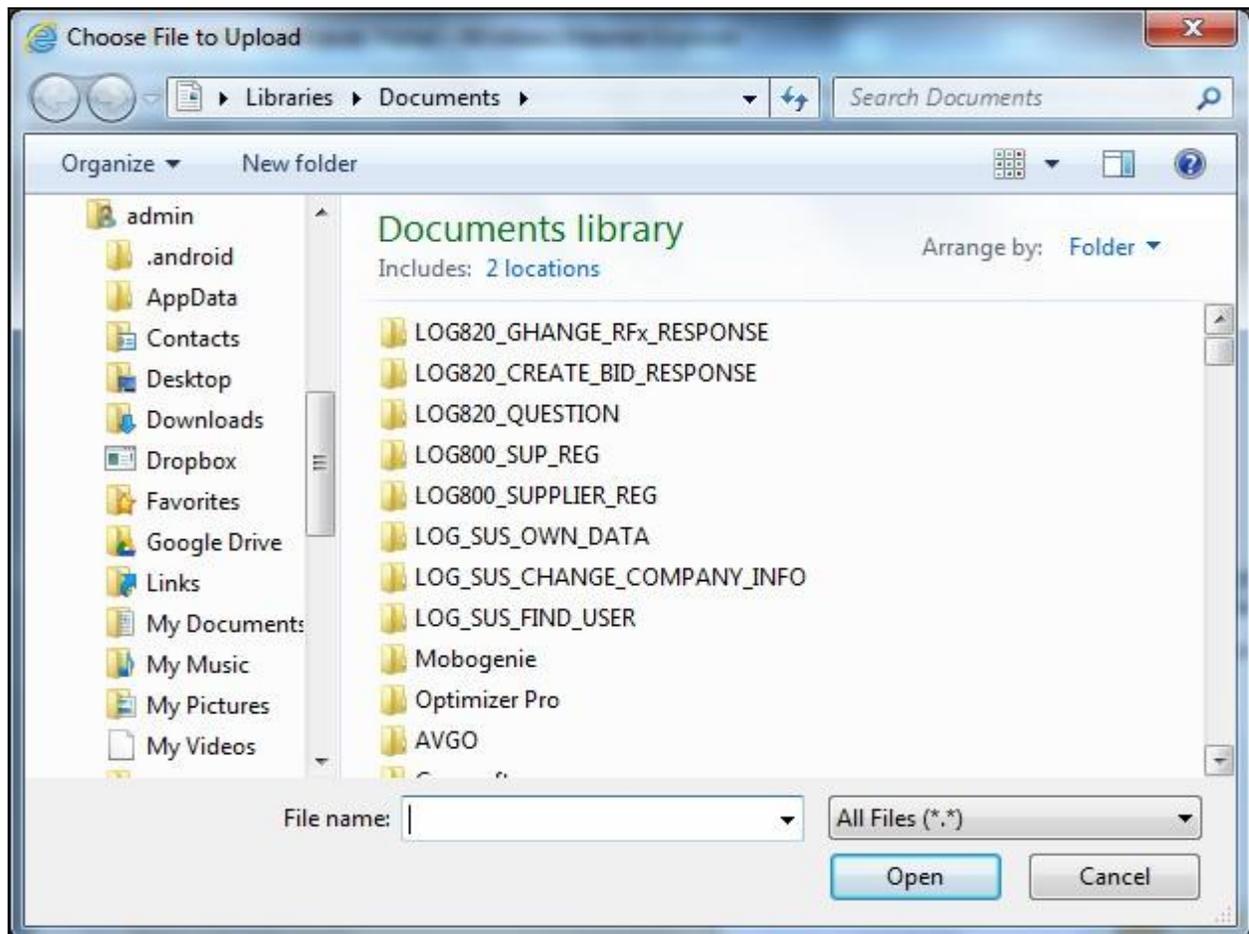
20. Click Add Attachment **Add Attachment** .

Add Attachment



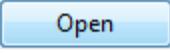
21. Click .

Choose File to Upload

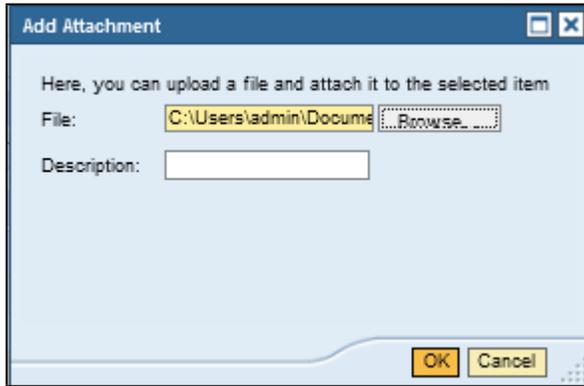


22. Click Page down .

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  .

Create RFX Response

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Material		00514	Abrasives Clothfiber	2	2	EA	2,500.00	USD	1	5,000.00

Details for item abrasive

Item Data | Questions | **Notes and Attachments** | Payment | Conditions | Table Extensions | Delivery | Subcontracting

Notes

Clear Copy

Category	Description
RFX/Auction Text	-Empty-
Bidder's Remarks	We can deliver products with in 10 days
Purchaser's Remarks	-Empty-
Justification	-Empty-

Attachments

Add Attachment Edit Description Versioning Delete Create Profile

Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
Standard Attachment	PRODUCT LIST	Book2.xlsx	1		<input type="checkbox"/>	xlsx	11

Submit Close Read Only Print Preview **Check** Save Export Import Questions and Answers (0)

27. Click Check **Check** .

28. Click Submit **Submit** .

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 in order 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

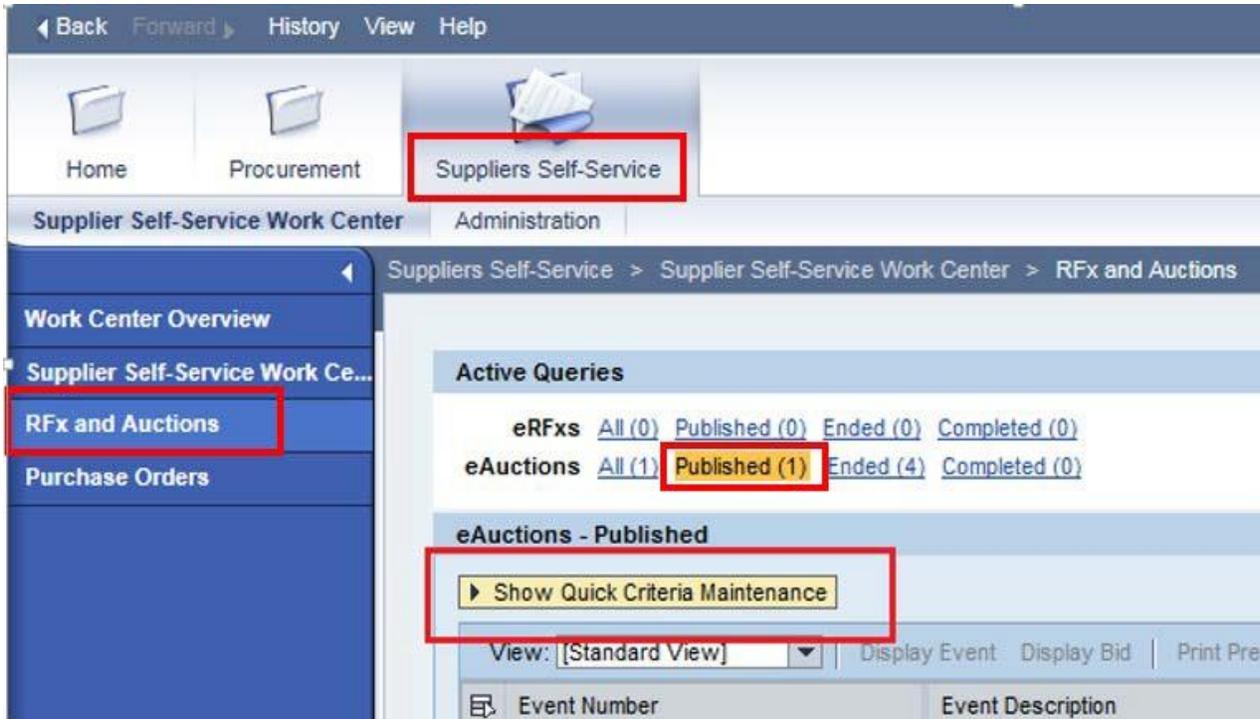
View Available Reverse Auctions

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  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.)



Active Queries

eRFxs All (0) Published (10) Ended (0) Completed (0)

eAuctions All (1) Published (1) Ended (0) Completed (0)

eAuctions - All

Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number: To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

My RFx Responses From:

Smart Number:

View: [Standard View] |

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
3300000092	1130-18-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created

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.



Display Auction: 330000092

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | Notes and Attachments

Auction Parameters | Notes and Attachments

Identification

Name: 1130-18-R-RAEX-00002
 Type: English Auction
 Product Category:
 Currency: USD

Dates

Start Date: 10/20/2017 01:58:45 pm
 End Date: 10/27/2017 01:00:00 am
 Time Zone: CST

Event Parameters

Bid Decrement: Absolute
 Bid Validation: New bid must beat overall best bid
 Follow On Document: Contract
 Sequential Line Items:
 Sequential Initial Duration: 0
 Sequential End-Time Gap: 0

Automatic Extensions:

Remaining Time Trigger: 0
 Extension Period: 0
 Number of Extensions: 0

Status and Statistics

Creation Date: 10/03/2017 04:27:46 pm
 Created By: SRMBUYER04

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 period before the end of the auction where an

MAGIC Reverse Auction Bidders Guide

Extensions	Extension Period	extension can be triggered due to bid activity. 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.

Display Auction: 330000092

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

Item Overview

Details | Copy | Paste | Expand All | Collapse All | Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material		TEST 01		1,000	AU	10,000,00	10,00		0 / 0	0 / 0
2	Material		TEST 02		1,000	AU	10,000,00	10,00		0 / 0	0 / 0
3	Material		TEST 03		1,000	EA	10,000,00	10,00		0 / 0	0 / 0
4	Material		TEST 04		1,000	EA	10,000,00	10,00		0 / 0	0 / 0

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

Number 3300000165 | Name 1130-18-R-RFQ-00037 | Type English Auction | Status Saved | Number of Bidders 11

Auction Information | Bidders | **Items** | Notes and Attachments | Bidder View | Tracking

Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete

Line Number	Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Start Price	Reference Price	Reserve Price	Price Unit	Bid Decrement
1			APRONS	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
1.1	Material		Big		10004	300	EA		0.00			1
1.2	Material		Small		10004	400	EA		0.00			1
1.3	Material		Medium		10004	300	EA		0.00			1
2			UNIFORM	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
2.1	Material		Big		10004	300	EA		0.00			1
2.2	Material		Small		10004	400	EA		0.00			1
2.3	Material		Medium		10004	300	EA		0.00			1
3			HATS	<input checked="" type="checkbox"/>				0.00	0.00	0.00		
3.1	Material		top hats		10004	1,000	EA		0.00			1
3.2	Material		cow boy hats		10004	5,000	EA		0.00			1
3.3	Material		baseball caps		10004	10,000	EA		0.00			1

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



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Display Auction: 330000092

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 330000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD

Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | **Items** | Notes and Attachments

Item Overview

Details | Copy | Paste | Expand All | Collapse All | Filter Settings

Line Number	Item Type	Product ID	Description	Lot	Quantity	Unit	Start Price	Bid Decrement Amount	Delivery Date	Notes	Attachments
1	Material	TEST 01			1,000	AU	10,000.00	10,00		0 / 0	0 / 0
2	Material	TEST 02			1,000	AU	10,000.00	10,00		0 / 0	0 / 0
3	Material	TEST 03			1,000	EA	10,000.00	10,00		0 / 0	0 / 0
4	Material	TEST 04			1,000	EA	10,000.00	10,00		0 / 0	0 / 0

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

Item 1 : TEST 01

Item Data | Notes and Attachments

Identification		Currency, Values and Pricing	
Item Type:	Material	Quantity / Unit:	1,000 AU
Product ID:		Price Per Unit:	1 Activity unit
Description:	TEST 01	Start Price:	10,000.00 USD
Product Category:	86300	Ceiling Price:	0.00 USD
		Bid Decrement Percent:	0.00

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.



MAGIC Reverse Auction Bidders Guide

Display Notes and Attachments

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

Display Auction: 3300000092

Print Preview | Refresh | Close | **Live Auction**

3 Days 11:31:45 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD
 Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | **Notes and Attachments**

▼ Notes

Add | Clear

Assigned To	Category	Text Preview

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by
Document Header	Standard Attachment	test	3160000714.MHTML	1		<input type="checkbox"/>	MHTML	55	SRMBUYER04

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.

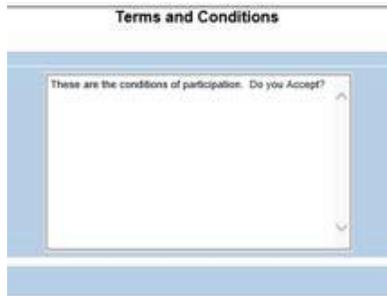
Display Auction: 3300000092

Print Preview | Refresh | Close | **Live Auction**

3 Days 11:25:52 Remaining Time | Number 3300000092 | Name 1130-18-R-RAEX-00002 | Owner First Last | Status Active | Currency USD
 Start Date 20.10.2017 13:58:45 CST | End Date 27.10.2017 01:00:00 CST

Auction Information | Items | Notes and Attachments

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.



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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.

Live Auction Cockpit

Name: 1130-18-R-RFQI-00030 Requester: 1130_SRGBOS1
 Number: 3300000163 Currency: USD Start Date: 08/23/2017 10:38:30 AM CDT
 Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 08/23/2017 10:50:00 AM CDT
 Description: Time Remaining: 00:08:06 (Active)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Pencils	100	each	1	19.00	-	-	-	-	10.00	10.00	
2	Pens	200	Case	1	20.00	-	-	-	-	11.00	11.00	
3	Folders	300	Pail	1	29.00	-	-	-	-	22.00	22.00	
4	Books	400	Drum	1	34.00	-	-	-	-	28.00	28.00	

Total Value of M

 Details	Item	1
 History	Description	Pencils
 Charts	Quantity	100
 Calculation	Unit	each
	Price Unit	1
	Currency	USD
	Start Price	19.00
	Decrement	0.00
	Revision Level	
	Supplier Text	

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.



Live Auction Cockpit

Name: 1130-18-R-RFQF-00025

Number: 3300000120 Currency: USD

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Requester: 1130_SRMBO51

Start Date: 10/16/2017 10:06:00 AM CDT

End Date: 10/19/2017 9:59:00 AM CDT

Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12	each	1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15	each	1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	
4	Test Material 04	20	each	1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	

Total Value of My Bids 45,010.00
Total Bid Value:
Submit

MAGIC Reverse Auction Bidders Guide

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.

Live Auction Cockpit

Name: 1130-18-R-RFQF-00025

Number: 3300000120 Currency: USD

Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding

Description:

Requester: 1130_SRMBO51

Start Date: 10/16/2017 10:06:00 AM CDT

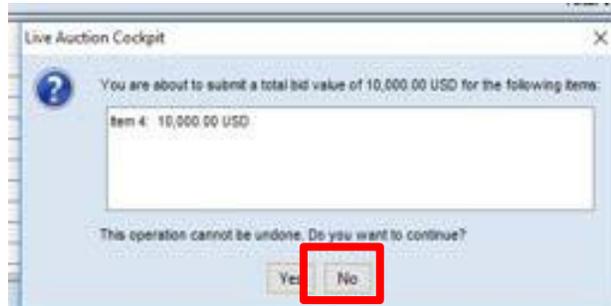
End Date: 10/19/2017 9:59:00 AM CDT

Time Remaining: 00:00:00 (Ended)

Item	Description	Quantity	Unit	Price Unit	Start Price	Decrement	Rank	My Bid	My Bid Value	Best Bid	Next Valid Bid	Bid Price
1	Test Material 01	10	each	1	1,000.00	10.00	1	660.00	6,600.00	660.00	650.00	
2	Test Material 02	12	each	1	1,000.00	10.00	1	660.00	7,920.00	660.00	650.00	
3	Test Material 03	15	each	1	1,500.00	10.00	1	870.00	13,050.00	870.00	860.00	
4	Test Material 04	20	each	1	2,000.00	10.00	1	872.00	17,440.00	872.00	862.00	

Total Value of My Bids 45,010.00
Total Bid Value:
Submit

4. A confirmation pop-up window will be displayed. The bid value (by line item) will be 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.

Chat and System Messages

06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 1 has been successfully submitted
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 2 has been successfully submitted
06/07/2017 10:27:40 AM CDT [System]: Your bid for line item 3 has been successfully submitted

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





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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.

Chat and System Messages Participating Bidders 5 Purchaser Status Offline Display Time Stamp All Messages

Please send me.... Send

MAGIC Reverse Auction Bidders Guide

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.



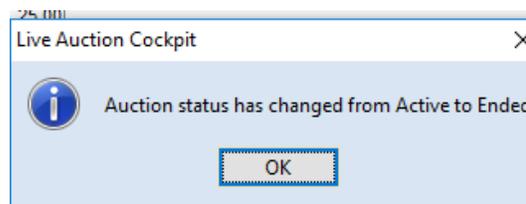
The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.



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

Reach Truck Forklifts and Stock Pickers

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

Attachment A

Reach Truck Forklifts

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

Yes___	No___	Narrow Aisle Reach Truck - Quantity: 2
Yes___	No___	Overall Truck Capacity: 3,500 pounds
Yes___	No___	Net capacity with side shifter at 270 inches: 2200 pounds (should meet or exceed)
Yes___	No___	Truck Elevated Height of 271”
Yes___	No___	Mast: Open View
Yes___	No___	Overall Collapse Height: 119”
Yes___	No___	71” Free Lift
Yes___	No___	Tilt: 3 degrees forward, 4 degrees back
Yes___	No___	Voltage: 36 volts
Yes___	No___	Minimum aisle requirement: 9 feet (108 inches)
Yes___	No___	34” ID/45” OD Outriggers
Yes___	No___	Easy access diagnostics
Yes___	No___	Multi-task controller
Yes___	No___	Power steering
Yes___	No___	Overhead guard
Yes___	No___	48” load backrest
Yes___	No___	42” forks
Yes___	No___	Battery compartment rollers
Yes___	No___	Side shifter w/hydraulics
Yes___	No___	Tilting fork carriage
Yes___	No___	Non-Keyed On/Off
Yes___	No___	Horn
Yes___	No___	Emergency Power Disconnect
Yes___	No___	350 amp battery connector
Yes___	No___	High speed lift cut out 12” from maximum lift (for safety)
Yes___	No___	Guard Load Backrest: 48” Dockstance
Yes___	No___	Battery compartment size to accommodate a Model 18-125-15 battery
Yes___	No___	Battery Max Width (in): 16”
Yes___	No___	2 Model 18-125-15 batteries (1 for each Forklift)

- **Maintenance must be provided by the vendor during the agreement period. Such maintenance shall include, but not limited to, tires and wheels as well as all other services provided under industry standards**

Attachment B

Stock Pickers

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

Yes ___	No ___	Stock Picker Quantity: 4
Yes ___	No ___	Base Capacity: 3,000 pounds
Yes ___	No ___	Net capacity at 240 inches: 3,000 pounds (should meet or exceed)
Yes ___	No ___	Mast: 240” to 270” Maximum Fork Height
Yes ___	No ___	107” to 119” Collapsed Height
Yes ___	No ___	325” not to exceed 328” Extended height
Yes ___	No ___	Voltage: 24 volts
Yes ___	No ___	Minimum aisle requirement: 60” to 66” (5 feet to 5.5 feet)
Yes ___	No ___	Straddle width: 42 inches (should not exceed)
Yes ___	No ___	Fork Length: 42 inches
Yes ___	No ___	Start up and run time diagnostics
Yes ___	No ___	Programmable performance features
Yes ___	No ___	Information Display Panel
Yes ___	No ___	Battery Discharge indicator with lift interrupt
Yes ___	No ___	Drive tire direction indicator
Yes ___	No ___	Hour meter
Yes ___	No ___	Battery compartment rollers
Yes ___	No ___	Side safety gates hinged or unhinged
Yes ___	No ___	Strobe Light
Yes ___	No ___	Non-Keyed on/off switch
Yes ___	No ___	Horn
Yes ___	No ___	Emergency Power Disconnect
Yes ___	No ___	350 amp battery connector
Yes ___	No ___	Power Steering
Yes ___	No ___	Upper elevation travel
Yes ___	No ___	Pallet clamp
Yes ___	No ___	Battery compartment size to accommodate an 12-125-15 battery
Yes ___	No ___	Battery size: 38 X 12 – 14 max X 30 ½ inches
Yes ___	No ___	Sufficient battery for each Stock Picker must be included

- **Battery doors on the Stock Pickers must allow full 38-inch long battery.**
- **Maintenance must be provided by the vendor during the agreement period. Such maintenance shall include, but not limited to, tires and wheels as well as all other services provided under industry standards.**

Attachment C

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.

**Attachment D
Bid Cover Sheet**

The Alcoholic Beverage Control Distribution Center of the Mississippi Department of Revenue (referred to as “ABC” or “Department” or “DOR”) is seeking to obtain **two (2) Reach Truck Forklifts and four (4) Stock Pickers** to rent by using the Reverse Auction Process. 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.

Bids are to be submitted as listed below, on or before 12:00 noon CST on October 23, 2020.

PLEASE MARK YOUR ENVELOPE:

**Mississippi Department of Revenue
Attention: Erica Greenwood
RFQ #: 3140002440
500 Clinton Center Drive
Clinton, MS 39056
SEALED BID – DO NOT OPEN**

NAME OF COMPANY _____

QUOTED BY _____

SIGNATURE _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

FAX NUMBER _____

EMAIL ADDRESS _____

NAME AND PHONE NUMBER OF COMPANY REPRESENTATIVE TO BE CONTACTED BY AGENCY SEEKING TO OBTAIN SERVICES PURSUANT TO THIS IFB

Name: _____

Phone Number: _____

FEIN # (if company, corporation or partnership): _____

SS # (if individual): _____

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

What year was your company started? _____

How many qualified employees do you employ? _____

Attachment E 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 # 3140002440 and Attachments.
2. The company meets all requirements and acknowledges all certifications contained in the Request for Quote, RFQ # 3140002440 and Attachments.
3. The company agrees to all provisions of the Request for Quote, RFQ # 3140002440 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 F
Bid Form**

Reach Truck Forklifts and Stock Pickers

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

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

Quote:

This quote for the forklifts and stock pickers will not be used to award the contract. The quote will be used to help determine the starting price for the Reverse Auction.

Item	Quantity	Price per Unit	Monthly Price	Yearly Price
Reach Truck Forklift	2			
Stock Picker	4			
Freight (Delivery and Pick up)				

Exceptions and/or Deviations? Yes___ No___

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

RFQ number: 3140002440

.....

Company: _____ Signature: _____
 Address: _____ Printed name: _____
 _____ Title: _____
 Phone: _____ Date: _____
 E-mail Address _____

Attachment G

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 H
Reach Truck Forklifts and Stock Pickers
Procurement Reference Score Sheet # 1
(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: _____

Able to provide the requested services (equipment) when you called?	Yes	No
Satisfied with the services provided? If no, please explain.	Yes	No
Vendor was easy to work with?	Yes	No
Were the services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	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 I
Reach Truck Forklifts and Stock Pickers
Procurement Reference Score Sheet # 2
(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: _____

Able to provide the requested services (equipment) when you called?	Yes	No
Satisfied with the services provided? If no, please explain.	Yes	No
Vendor was easy to work with?	Yes	No
Were the services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	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 J

Acknowledgement of Amendments

Please sign and print at the appropriate statement.

I acknowledge receipt of all amendments associated with **RFQ # 3140002440**.

They are as follows:

1. _____

2. _____

3. _____

Printed Name

Company Name

Signature

There were no amendments associated with **RFQ # 314000**.

Printed Name

Company Name

Signature

Attachment K

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 L

**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 M

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: _____