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

Erica Greenwood, SR. Contract Analyst.
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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.

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):

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this procedure to submit an RFx Response.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform this procedure when your company would like to respond to a RFx invitation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Menu Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Helpful Hints</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments should include blue print, Statement of work, Material list, or other informational documents needed to help select an RFx response.</td>
</tr>
<tr>
<td>RFx Response is a bid to complete work or provide products to the State of Mississippi.</td>
</tr>
</tbody>
</table>
1. Start the transaction.

2. Click RFx and Auctions Icon.
Active Queries
3. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field R/O/C Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFx Number: Required</td>
</tr>
<tr>
<td>Example: 3160000291</td>
</tr>
</tbody>
</table>

**Active Queries**

4. Click Apply to apply the search criteria.
Active Queries

5. Click Hide Quick Criteria Maintenance.
Active Queries

6. Click 3160000291.
7. Click Participate. This step is required and notifies the SoMs your intent to create a RFx response.
8. Click Create Response.
9. Click Questions to view the required buyer questions.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>How long has your company been in business (Specify in years):</td>
<td>Required</td>
<td>Example: 7</td>
</tr>
</tbody>
</table>

11. Click Yes.
12. Click Notes and Attachments.

13. Click Items.
14. Click Details button.
Create RFx Response

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

<table>
<thead>
<tr>
<th>Field R/O/C Description</th>
<th>Required</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price:</td>
<td>Required</td>
<td>Example: 2500</td>
</tr>
<tr>
<td>Delivery Days:</td>
<td>Required</td>
<td>Example: 10</td>
</tr>
<tr>
<td>Supplier Product Number:</td>
<td>Required</td>
<td>Example: 123_abc_9</td>
</tr>
</tbody>
</table>
16. Click Notes and Attachments tab.
17. Click Bidder's Remarks.

Add Bidder's Remarks

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

<table>
<thead>
<tr>
<th>Field R/O/C Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder's Remarks:</td>
<td>We can deliver products with in 10 days</td>
</tr>
</tbody>
</table>
Add Bidder’s Remarks

19. Click OK.

Create RFx Response

20. Click Add Attachment.
Add Attachment

21. Click Browse….

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:

<table>
<thead>
<tr>
<th>Field R/O/C Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

26. Click OK.
Create RFx Response

27. Click Check.

28. Click Submit.
End of simulation.

29. End of simulation.

**Result**

You have successfully submitted an RFx response to the State of Mississippi.
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)**

1. Microsoft Internet Explorer (IE) version 11
2. Google Chrome versions 49 and above (will need to download and install a Chrome Extension called “IE Tab Extension”)

**Unsupported Internet Browser(s)**

1. Microsoft Internet Explorer (IE) version 10 or below
2. Microsoft Edge
3. Google Chrome
4. Safari
5. 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/](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](https://www.java.com/en/download/) on DFA’s Web Site, or register online, [Vendor Registration](https://www.java.com/en/download/).

To Log into MAGIC, open the following URL: [https://portal.magic.ms.gov/irj/portal](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 [Show Quick Criteria Maintenance](#) 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.)
MAGIC Reverse Auction Bidders Guide

Display Auction Details

Listed below are the steps to 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 lists the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.
<table>
<thead>
<tr>
<th>Section</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>Name</td>
<td>Smart Number with details related to the RFx</td>
</tr>
<tr>
<td></td>
<td>Type</td>
<td>English Auction is the standard for State of Mississippi</td>
</tr>
<tr>
<td></td>
<td>Product Category</td>
<td>The 5 digit NIGP code (optional)</td>
</tr>
<tr>
<td></td>
<td>Currency</td>
<td>US Dollar (USD)</td>
</tr>
<tr>
<td>Dates</td>
<td>Start Date</td>
<td>Begin Date and Time for the Live Auction</td>
</tr>
<tr>
<td></td>
<td>End Date</td>
<td>Date and Time of Live Auction completion</td>
</tr>
<tr>
<td></td>
<td>Time Zone</td>
<td>Central Standard Time (CST)</td>
</tr>
<tr>
<td>Event Parameters</td>
<td>Bid Decrement</td>
<td>The amount/percentage by which the next bid must decrease relevant to the current lowest bid.</td>
</tr>
<tr>
<td></td>
<td>Bid Validation</td>
<td>Logic used to determine if the bid is valid</td>
</tr>
<tr>
<td></td>
<td>Follow On Document</td>
<td>Contract or Purchase Order</td>
</tr>
<tr>
<td></td>
<td>Sequential Line Items</td>
<td>Enables sequential line item functionality to stagger end times.</td>
</tr>
<tr>
<td></td>
<td>Sequential Initial Duration</td>
<td>The amount of time in between each line item end time.</td>
</tr>
<tr>
<td></td>
<td>Sequential End-Time Gap</td>
<td>The time between item end times.</td>
</tr>
<tr>
<td></td>
<td>Automatic</td>
<td>Remaining Time Trigger</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The time period before the end of the auction where an</td>
</tr>
</tbody>
</table>
MAGIC Reverse Auction Bidders Guide

### Extensions

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Period</td>
<td>Number of minutes, for which the auction will be extended if a bidder submits an offer within the Remaining Time Trigger period.</td>
</tr>
<tr>
<td>Number of Extensions</td>
<td>The number of times an auction can be extended by bid activity within the Remaining Time Trigger.</td>
</tr>
</tbody>
</table>

### Status and Statistics

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation Date</td>
<td>The date and time the auction was created.</td>
</tr>
<tr>
<td>Created By</td>
<td>The UserID of the Agency Buyer who created the auction.</td>
</tr>
</tbody>
</table>

### 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.

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

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

The table below lists the fields and a brief description of the information available for each line item:

<table>
<thead>
<tr>
<th>Section</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>Item Name</td>
<td>Type of item (Material)</td>
</tr>
<tr>
<td></td>
<td>Product ID</td>
<td>11 digit material number</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Detailed description of the item</td>
</tr>
<tr>
<td></td>
<td>Product Category</td>
<td>The 5 digit NIGP code</td>
</tr>
<tr>
<td>Currency, Values, and Pricing</td>
<td>Quantity /Unit</td>
<td>The number of items / the Unit of Measure (i.e. EA for each)</td>
</tr>
<tr>
<td></td>
<td>Price Per Unit</td>
<td>The individual price based on the Unit of Measure indicated.</td>
</tr>
<tr>
<td></td>
<td>Start Price</td>
<td>Starting bid price of the item (Bids higher than the start price will not be accepted.)</td>
</tr>
<tr>
<td></td>
<td>Ceiling Price</td>
<td>Ceiling Price is not used.</td>
</tr>
<tr>
<td></td>
<td>Bid Decrement Percent</td>
<td>Bid decrement amount if percentage option is selected.</td>
</tr>
<tr>
<td></td>
<td>Bid Decrement</td>
<td>Bid decrement amount if dollar amount option is selected.</td>
</tr>
</tbody>
</table>
Display Notes and Attachments

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

**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.

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.

MAGIC Reverse Auction Bidders Guide

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.
MAGIC Reverse Auction Bidders Guide

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Date and Time the Live Auction starts</td>
</tr>
<tr>
<td>End Date</td>
<td>Date and Time the Live Auction ends</td>
</tr>
<tr>
<td>Time Remaining</td>
<td>The time remaining for the Live Auction</td>
</tr>
<tr>
<td>Description</td>
<td>Line item description</td>
</tr>
<tr>
<td>Quantity</td>
<td>Line item quantity</td>
</tr>
<tr>
<td>Unit</td>
<td>Line item unit</td>
</tr>
<tr>
<td>Price Unit</td>
<td>Line item price per unit</td>
</tr>
<tr>
<td>Start Price</td>
<td>The initial price for the line item.</td>
</tr>
<tr>
<td>Best Bid</td>
<td>The lowest bid that has been submitted, to date, for that line item.</td>
</tr>
<tr>
<td></td>
<td>This field will be blank until the first bid has been submitted.</td>
</tr>
<tr>
<td>Next Valid Bid</td>
<td>The next price that is allowed to be bid for that line item. It is</td>
</tr>
<tr>
<td></td>
<td>determined by subtracting the decrement amount from the best bid amount.</td>
</tr>
<tr>
<td>Bid Price</td>
<td>Your bid for the item. Your bid should be equal or less than the next valid</td>
</tr>
<tr>
<td></td>
<td>bid field.</td>
</tr>
</tbody>
</table>

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](image)

   **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](image)

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

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

<table>
<thead>
<tr>
<th>A bidder CAN:</th>
<th>Send a message to an agency buyer.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type the message in the message box and click Send.</td>
</tr>
<tr>
<td></td>
<td>See broadcast messages from the agency buyer to ALL bidders.</td>
</tr>
<tr>
<td></td>
<td>See messages regarding the status of the auction (e.g. paused, resumed, or extended)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A bidder CANNOT:</th>
<th>Send a message to other bidders of the auction.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See messages sent to an agency by other bidders.</td>
</tr>
<tr>
<td></td>
<td>See messages sent to other bidders from the agency buyer.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Narrow Aisle Reach Truck - Quantity: 2</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Overall Truck Capacity: 3,500 pounds</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Net capacity with side shifter at 270 inches: 2200 pounds (should meet or exceed)</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Truck Elevated Height of 271”</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Mast: Open View</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Overall Collapse Height: 119”</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Voltage: 36 volts</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Minimum aisle requirement: 9 feet (108 inches)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>34” ID/45” OD Outriggers</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Easy access diagnostics</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Multi-task controller</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Power steering</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Overhead guard</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>48” load backrest</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>42” forks</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Battery compartment rollers</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Side shifter w/hydraulics</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Tilting fork carriage</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Non-Keyed On/Off</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Horn</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Emergency Power Disconnect</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>350 amp battery connector</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>High speed lift cut out 12” from maximum lift (for safety)</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Guard Load Backrest: 48” Dockstance</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Battery compartment size to accommodate a Model 18-125-15 battery</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Battery Max Width (in): 16”</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>2 Model 18-125-15 batteries (1 for each Forklift)</td>
</tr>
</tbody>
</table>

- 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.*

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

- **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.
* As of the effective date of the Mississippi Employment Protection Act, the applicable federal work authorization program is E-Verify™ operated by the U. S. Citizenship and Immigration Services of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration.
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 employee? ____________________
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 RFQ 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price per Unit</th>
<th>Monthly Price</th>
<th>Yearly Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reach Truck Forklift</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock Picker</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freight (Delivery and Pick up)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ________________________________

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any business, professional or personal interest in the vendor’s organization? If yes, please explain.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
________________________________________________________________________
________________________________________________________________________
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: __________________________

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

Vendor 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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any business, professional or personal interest in the vendor’s organization? If yes, please explain.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

________________________________________________________________________
________________________________________________________________________
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: ___________________________