



INVITATION FOR BID

IFB Number: 3160005295
To Provide: **Disposal of Property**
Issue Date: 07/25/2022

Closing Location

Mississippi Department of Revenue
500 Clinton Center Drive
Clinton, MS 39056

BID Coordinator

Erica Green-Greenwood, Procurement Officer II
Telephone: (601) 923-7860
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Closing Date and Time:

Bids must be received by August 17, 2022 12:00 p.m. (CST)

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MISSISSIPPI DEPARTMENT OF REVENUE INVITATION FOR BID DISPOSAL OF PROPERTY

1.0 Purpose

The Department of Revenue (referred to as “DOR” or “Department”) is now soliciting bids for the sale of personal property located in our Clinton office via sealed bids. All bids submitted in response to this solicitation must conform to the specifications in “Attachment B” as well as the requirements and any applicable amendments within this document.

2.0 Procurement Timeline

It is our intent to follow the schedule below in the execution of this invitation for bid; however, DOR reserves the right to amend and/or change the below schedule of events, as it deems necessary.

A. Invitation for Bid Issue Date:	07/25/2022; 9:00 a.m. CST
B. First Publication:	07/25/2022
C. Second Publication:	08/01/2022
D. Date for Inspection of Equipment:	08/02/2022 thru 08/04/2022
E. Deadline for Submission of Questions:	08/09/2022 5:00 p.m. CST
F. Last Day Answers Posted to Website:	08/10/2022; 12:00 p.m.
G. Bid Packet Submission Deadline:	08/17/2022; 12:00 p.m. CST
H. Bid Opening:	08/17/2022; 2:00 p.m. CST
I. Award Notification:	08/18/2022

3.0 Bid Submission Requirements

3.1 Submission Format

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

3.1.1 Bid Cover Sheet (Attachment A)

3.1.2 Property Disposal Specifications (Attachment B)

3.1.3 Bid Form for Property Disposal (Attachment C)

3.1.4 Acknowledgement of Amendments (Attachment D)

3.2 Submission Requirements

3.2.1 The original bid packet and two copies of Attachment C shall be signed and submitted in a sealed envelope or package to 500 Clinton Center Drive, Clinton, Mississippi 39056 on or before 12:00 p.m. CST on August 17, 2022.

3.2.2 Timely submission of the bid package is the responsibility of the bidder. Bids received after the specified time will be rejected, will not be evaluated and shall remain the procurement file.

3.2.3 The envelope or package shall be marked with the bid opening date, time, and the number of the IFB.

3.2.4 The time and date of receipt will be indicated on the envelope or package by MDOR.

3.2.5 Each page of the bid form and all attachments shall be identified with the name of the bidder.

3.2.6 Failure to submit a bid on the bid form provided will be considered cause for rejection of the bid. **Modifications or additions to any portion of the bid document may be cause for rejection of the bid.**

3.2.7 Unless submitted in the Mississippi Accountability System for Government Information and Collaboration (MAGIC) system, a packet must be delivered by 12:00 p.m., on August 17, 2022. If submitted in MAGIC documents must be signed and scanned in as an attachment.

3.2.8 MDOR reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive.

3.2.9 As a precondition to bid acceptance, MDOR 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 the service.

3.2.10 Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated Section 25-61-1, *et seq.*, and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

3.2.11 All bid packages must be received by MDOR on or before 12:00 p.m. CST on August 17, 2022. Bids submitted via facsimile (faxes) **will not** be

accepted. It is suggested that if a bid is mailed to MDOR, it should be posted in certified mail with a return receipt requested. The only acceptable evidence to establish the date of mailing is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of postage meter impression, that is readily identifiable without further action a having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper, MDOR will not be responsible for mail delays or lost mail.

3.2.12 Sealed bids should be mailed or hand-delivered to and labeled as follows:

Mississippi Department of Revenue
Attention: Bid Coordinator – Erica Green-Greenwood
Bid # **3160005295**
500 Clinton Center Dr.
Clinton MS 39056
SEALED BID – DO NOT OPEN

4.0 Procurement Methodology

4.1 Restrictions on Communication with MDOR Staff

At no time shall any bidder or its personnel contact, or attempt to contact, any MDOR staff regarding this IFB except the contact person as set forth in the manner described in Section 4.5.

4.2 Cost of Preparing Bid

MDOR accepts no responsibility for any expense incurred by any bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

4.3 Independent Price Determination

By submitting a bid, the bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the bid. The prices quoted shall be inclusive of, but not limited to the following: all required equipment/material; all required insurance; all required overhead; all required profit; and, all required licenses, certifications, fees or permits.

4.4 Rejection of Bids

A bid response that includes terms and conditions that do not conform to the terms and conditions in the IFB document is subject to rejection as non-responsive. Further, submission of a bid form that is not complete and/or signed is subject to rejection as non-responsive. MDOR staff reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by MDOR staff of non-responsiveness based on the submission of non-conforming terms and conditions. Furthermore, if a bidder's price is substantially higher than those of other bidders, meaning those in excess of a twenty-five percent (25%) differential, the bidder's price will be deemed non-responsive.

4.5 Procedure for Answering Questions

4.5.1 All questions concerning this Invitation for Bid or the bid process must be submitted by 5:00 p.m., on 08/9/2022 to:

bidquestions@dor.ms.gov

4.5.2 Questions and requests for clarification must be submitted via email during normal business hours by the deadline reflected in Section 2.0, Procurement Timeline.

4.5.3 All questions and answers will be published on the Mississippi Department of Revenue website (www.dor.ms.gov) under the Procurement Tab in a manner that all bidders will be able to view by the date and time reflected in Section 2.0.

4.5.4 The DOR will not be bound by any verbal or written information that is not contained within this IFB unless formally noticed and issued by the contact person.

4.6 Amendments to the Invitation for Bid

4.6.1 The Administrative Services Division of the Department of Revenue will prepare a written response to all inquiries and post this information on the Department of Revenue website www.dor.ms.gov in a manner all bidders will be able to view. Respondents shall rely only on this bid and any communication from the Administrative Services Division of the Department of Revenue in submitting bids. The Department of Revenue'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.

4.6.2 Additionally, each bidder shall complete Attachment D, Acknowledgement of Amendments and include this form as parts of its bid packet.

4.7 Withdrawal of Bid

- 4.7.1 If a bid is substantially lower than those of other bidders, a mistake may have been made
- 4.7.2 A bidder may withdraw its bid from consideration if certain conditions are met:
- (1) The bid is submitted in good faith;
 - (2) The price bid is substantially lower than those of other bidders because of a mistake;
 - (3) The mistake is a clerical error, not an error of judgment; and
 - (4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.
- 4.7.3 To withdraw a bid after bid opening, the bidder must show either (a) a mistake that is clearly evident on the bid document, but the intended correct bid is not similarly evident; or (b) proof of evidentiary value which clearly and convincingly demonstrates that a mistake was made.

5.0 Bid Opening

Bid opening shall not be open to the public.

6.0 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

7.0 Award Notification

The award, if made, will be by the Department of Revenue within forty-five (45) days after the bid. After the Department of Revenue makes the award, official notification will be sent to all participating vendors. This will be released in written form.

Attachment A

Bid Cover Sheet

The Department of Revenue (referred to as “DOR” or “Department”) is now soliciting bids for the sale of personal property located in our Clinton office via sealed bids.

Bids are to be submitted as listed below, on or before 12:00 p.m. CST on August 17, 2022.

PLEASE MARK YOUR ENVELOPE:

**Mississippi Department of Revenue
Attention: Bid Coordinator – Erica Green-Greenwood
BID #: 3160005295
500 Clinton Center Drive
Clinton, MS 39056
SEALED BID – DO NOT OPEN**

NAME OF COMPANY _____

QUOTED BY _____ SIGNATURE _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE: _____ EMAIL _____ FEIN # or SS #: _____

NAME AND PHONE NUMBER OF COMPANY REPRESENTATIVE IF DIFFERENT FROM ABOVE

NAME: _____ PHONE NUMBER: _____

Attachment B

Property Disposal Specifications

Classification	Make/Model	Year of Manufacture	Usage	Contact Person
(24) Taser Handles	X26P	2015	N/A	Riley Nelson 601-923-7630

General Notes:

1. This bid will be awarded by line item.
2. You may schedule an appointment if you wish to view the disposal property by contacting the assigned contact person.
3. Following award on August 18, 2022 the winning bidder will have 15 working days to remove the awarded items from the MS Department of Revenue's property.
4. All awarded items must be paid for prior to removal. Payment will be accepted in the form of check, certified funds or trade-in credit if applicable. Contact Tonya Davis at purchasing@dor.ms.gov or 601-923-7680 to arrange payment.

Attachment C

Bid Form for Property Disposal

Bid Number: 3160005295

Gentlemen:

Pursuant to the advertisement for bids to be received, I/We _____

_____ located at _____

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

<u>Line Item</u>	<u>Description</u>	<u>Serial Number(s)</u>	<u>Bid Amount</u>
1	(24) Taser Holsters	X130020HV, X130020HW, X130020K1, X130020K2, X130020KE, X130020KK, X130020KT, X130020KW, X130020KX, X13009RCE, X130020M5, X130020M7, X130020M9, X130020MA, X130020MC, X130020MD, X130020ME, X130020MH, X130020MK, X130020K7, X130022V8, X130022VV, X130022VW, X130022W4	
		Total Offer:	

Company: _____

Signature: _____

Address: _____

Printed name: _____

Title: _____

Phone: _____

Date: _____

E-mail Address: _____

