

## Request for Quote – Formal

**Bid #: 3140003879**

### **Trading of (32) Glock 43's and (9) Glock 43X MOS for (39) brand new Sig P365 9MM Pistols with Flat Trigger Group and Ambidextrous Manual Safety**

**Purpose:** The purpose of this Invitation for Bid is to establish a one-time acquisition to trade (32) Glock 43's and (9) Glock 43X MOS for (39) brand new Sig P365 9MM Pistols with Flat Trigger Group and Ambidextrous Manual Safety.

**Submission of Quotes:** Bid(s) will be quoted until, Wednesday **June 19, 2024, at 12:00 P.M.**, Central Standard Time, at 500 Clinton Center Drive Clinton, MS 39056 or by electronic bid submission. Submission will be evaluated. Vendors who meet all requirements outlined in this invitation will be eligible to participate in the Reverse Auction process.

**Instructions to Bidders:** All vendors must be registered with the State of Mississippi. If not registered, please go to <http://www.mmrs.state.ms.us/vendors/index.shtml> to register your company and receive a supplier number. Once on the website, click on "Supplier (Vendor) Self-Service". Then click on "State of Mississippi Supplier Registration". If you need instructions on how to register, click on the supplier training tab.

Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in the Mississippi's Accountability System for Government Information and Collaboration (MAGIC). Supplier may also submit a valid W-9 to the following:

MS Department of Finance and Administration  
P.O. Box 1060  
Jackson, MS 39215-1060

Or

MS Department of Finance and Administration  
501 North West Street, Suite 701-B  
Jackson, MS 39215-1060

Phone: 601-359-3538  
Fax: 601-359-5525  
Email: [ofmmagic@dfa.ms.gov](mailto:ofmmagic@dfa.ms.gov)

Bids must be submitted and received on or before June 19, 2024, 12:00 p.m., CST. Regardless of the reason, bid(s) received after this date and time will not be accepted. One original copy of bid must be submitted in an envelope or package clearly marked with the

information listed below to the address listed below:

**Bid #: 3140003879**

**Trade (32) Glock 43's and (9) Glock 43X MOS for (39) brand new Sig P365 9MM  
Pistols with Flat Trigger Group and Ambidextrous Manual Safety**

*Mississippi Department of Revenue  
Attention: Bid Coordinator  
BID #: 3140003879  
500 Clinton Center Drive  
Clinton, MS 39056  
SEALED BID – DO NOT OPEN*

**Quotes not received in compliance with this requirement will be rejected. Facsimile or e-mail bids will not be accepted.**

Vendors are also encouraged but not required to submit one electronic copy through the Mississippi's Accountability System for Government Information and Collaboration at <https://portal.magic.ms.gov/irj/portal> which must include all information requested in this invitation. No costs or expenses associated with providing this information in the required format shall be charged to the Mississippi Department of Revenue. All required documents must be submitted. It is the responsibility of the vendor to verify that all the requirements for submitting the bid have been fulfilled. Bids not received in compliance with this requirement will be rejected.

Online learning instructions on how to submit your quote electronically (pages 3-19) as well as how to participate in the reverse auction (pages 20-33) if qualified can be viewed below.

## Section III

### How to Create an RFx Response



### Create an RFx Response

Work Instruction  
Transaction Code(s):

#### Purpose

Use this procedure to submit an RFx Response.

#### Trigger

Perform this procedure when your company would like to respond to a RFx invitation.

#### Menu Path

N/A

#### Transaction Code

#### Helpful Hints

Attachments should include blue print, Statement of work, Material list, or other informational documents needed to help select an RFx response.

RFx Response is a bid to complete work or provide products to the State of Mississippi.



#### Procedure

1. Start the transaction.

**Work Center Overview - State of Mississippi - MAGIC Portal - Windows Internet Explorer**

#### Procedure

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

**RFX and Auctions**

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



2. Click RFX and Auctions Icon. .

**Active Queries**

Active Queries

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

eRFxs - All

Hide Quick Criteria Maintenance

RFx Number:  To

RFx Status:

My Responses From:

Smart Number:

Agency:  To

Commodity:  To

Buyer:  To

Apply Clear

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh Export

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

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

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

**Active Queries**

Active Queries

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

eRFxs - All

Hide Quick Criteria Maintenance

RFx Number:  To

RFx Status:

My Responses From:

Smart Number:

Agency:  To

Commodity:  To

Buyer:  To

View: [Standard View]

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
<a href="#">3160000290</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">6000000036</a>	Submitted		
<a href="#">3160000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
<a href="#">3160000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
<a href="#">3160000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
<a href="#">3160000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
<a href="#">3160000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

4. Click Apply  to apply the search criteria.

Active Queries

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

eRFxs - All

Hide Quick Criteria Maintenance

RFx Number:  To

RFx Status:

My Responses From:

Smart Number:

Agency:  To

Commodity:  To

Buyer:  To

View: [Standard View]

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
<a href="#">3160000290</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">6000000036</a>	Submitted	
<a href="#">3160000292</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1
<a href="#">3160000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1
<a href="#">3160000283</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	
<a href="#">3160000282</a>	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1
<a href="#">3160000281</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1

## Active Queries



## Display RFX 316000291

### Display RFX : 316000291 Help

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

[Close](#)   [Print Preview](#)   [Refresh](#)   [Participate](#)   [Tentative](#)   [Create Response](#)   [Questions and Answers \( 0 \)](#)   [Export](#)

**RFX Information**   [Items](#)   [Notes and Attachments](#)

[RFX Parameters](#)   [Questions](#)   [Note and Attachments](#)   [Conditions](#)   [Payment](#)

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

**Partners and Delivery Information** Filter Settings

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

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

[Close](#)   [Print Preview](#)   [Refresh](#)   [Participate](#)   [Tentative](#)   [Create Response](#)   [Questions and Answers \( 0 \)](#)   [Export](#)

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



## Create RFx Response

9. Click Questions [Questions](#) to view the required buyer questions.

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

Field	R/O/C	Description
How long has your company been in business (Specify in years):	Required	<b>Example:</b> 7

11. Click Yes  Yes .

## Create RFx Response

**Create RFX Response** [Help](#)

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

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

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

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

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

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

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

13. Click Items . [Items](#)

## Create RFX Response



Details for item abrasive

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

Basic Data

Identification

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

Currency: United States Dollar  
 Required Quantity: 2 EA each  
 Submitted Quantity: 2 EA each  
 Price: 0.00 USD Per: 1 EA  
 Delivery Days: 000  
 Not to Exceed Price:   
 Not Separately Priced:

Status and Statistics  
 Guaranteed Minimum Amount: 0.00

Partners and Delivery Information

Details Add Send E-Mail Call Clear

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

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

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

Field R/O/C Description		
Price:	Required	<b>Example:</b> 2500
Delivery Days:	Required	<b>Example:</b> 10
Supplier Product Number:	Required	<b>Example:</b> 123_abc_9

### Create RFX Response

Details for item abrasive											
Item Data	Questions	Notes and Attachments	Payment								
<p>▼ Basic Data <span style="float: right;">Notes and Attachments</span></p> <p><b>Identification</b></p> <p>Item Type: <input type="text" value="Material"/>      Currency: <input type="text" value="United States Dollar"/></p> <p>Product Category: <input type="text" value="00514"/> Abrasives Clothfiber      Required Quantity: <input type="text" value="2"/> EA each</p> <p>Product ID: <input type="text"/>      Submitted Quantity: <input type="text" value="2"/> EA each</p> <p>Description: <input type="text" value="abrasive"/>      Price: <input type="text" value="2500"/> USD Per: <input type="text" value="1"/> EA</p> <p>Item Variant Description: Original Item      Delivery Days: <input type="text" value="10"/></p> <p>Supplier Product Number: <input type="text" value="123_abc_9"/>      Not to Exceed Price: <input type="checkbox"/></p> <p>Manufacturer Part Number: <input type="text"/>      Not Separately Priced: <input type="checkbox"/></p> <p>Period of Performance: <input type="text"/> - <input type="text"/>      <b>Status and Statistics</b></p> <p>External Manufacturer: <input type="text"/>      Guaranteed Minimum Amount: <input type="text" value="0.00"/></p> <p>Net value: <input type="text" value="0.00"/></p> <p>Acceptance at Origin: <input type="checkbox"/></p> <p>Acceptance at Origin in RFx: <input type="checkbox"/></p>											
<p>▼ Partners and Delivery Information</p> <p>Details Add Send E-Mail Call Clear</p> <table border="1"> <thead> <tr> <th>Function</th> <th>Number</th> <th>Name</th> <th>Phone Num</th> </tr> </thead> <tbody> <tr> <td>Requester</td> <td></td> <td>Sims Harman</td> <td>404-579-9122</td> </tr> </tbody> </table>				Function	Number	Name	Phone Num	Requester		Sims Harman	404-579-9122
Function	Number	Name	Phone Num								
Requester		Sims Harman	404-579-9122								
<p>Submit Close Read Only Print Preview Check Save Export Import Questions and Answers ( 0 )</p>											

16. Click Notes and Attachments tab Notes and Attachments.

**Create RFx Response**

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

**Details for item abrasive**

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

**Notes**

Clear Copy

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

**Attachments**

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

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

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

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

**Add Bidder's Remarks** [X] [Close]

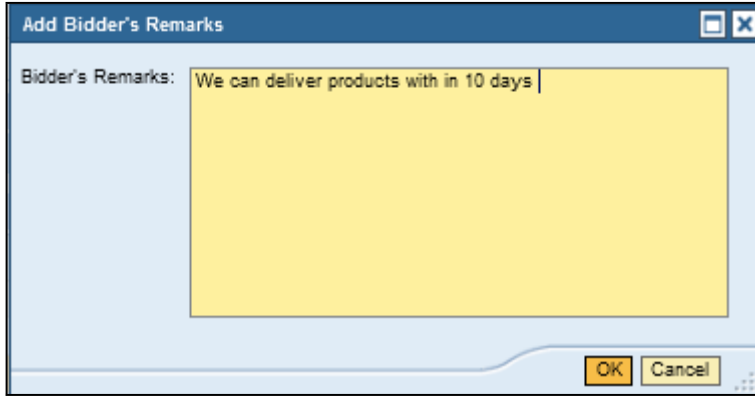
Bidder's Remarks:

OK Cancel

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

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

**Add Bidder's Remarks**



19. Click OK .

### Create RFx Response

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

Details for item abrasive

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

Notes

Clear Copy

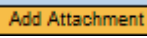
Category	Description
<a href="#">RFx/Auction Text</a>	-Empty-
<a href="#">Bidder's Remarks</a>	We can deliver products with in 10 days
<a href="#">Purchaser's Remarks</a>	-Empty-
<a href="#">Justification</a>	-Empty-

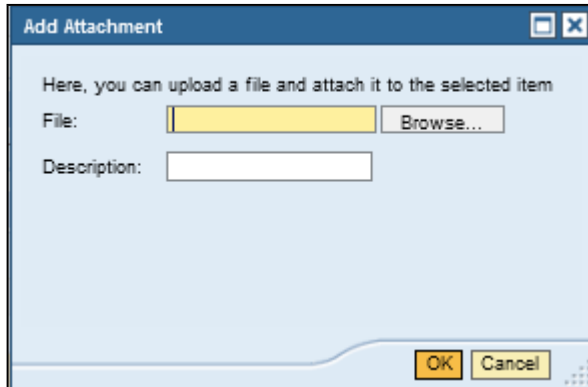
Attachments

Add Attachment Edit Description Versioning Delete Create Profile

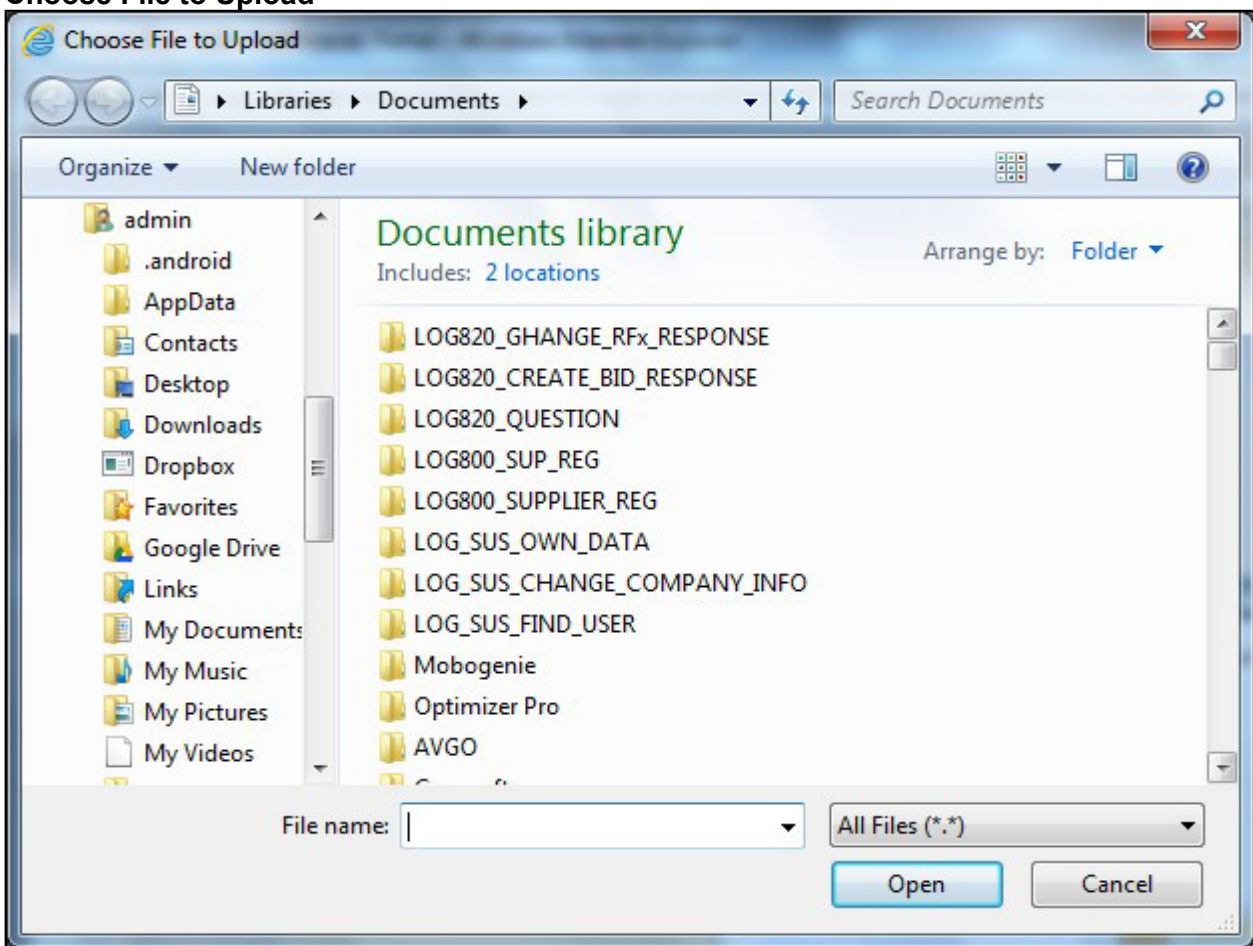
Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)
The table does not contain any data							

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

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



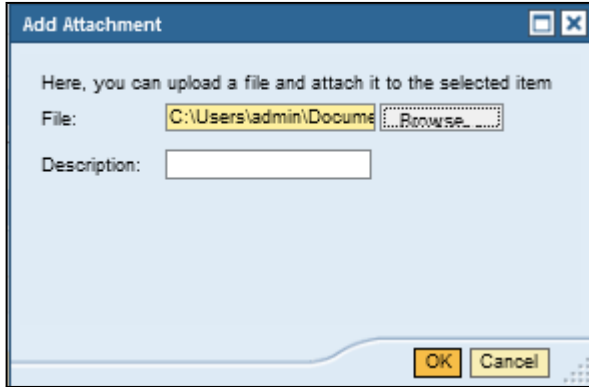
21. Click  .  
**Choose File to Upload**



22. Click Page down  .  
23. Click  .  
24. Click Open  .

### Add Attachment





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

Field R/O/C Description		
Description:	Required	<b>Example:</b> Product List

26. Click OK  .

## Create RFx Response

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

**Details for item abrasive**

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

**Notes**

Clear Copy

Category	Description
<a href="#">RFx/Auction Text</a>	-Empty-
<a href="#">Bidder's Remarks</a>	We can deliver products with in 10 days
<a href="#">Purchaser's Remarks</a>	-Empty-
<a href="#">Justification</a>	-Empty-

**Attachments**

Add Attachment Edit Description Versioning Delete Create Profile

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

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

27. Click Check **Check** .

28. Click Submit **Submit** .

**End of simulation.**



## 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**

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##### **Display Line Items**

##### **Display Notes and Attachments**

##### **Participating in a Live Auction**

##### **Live Auction Cockpit**

##### **Chat and System Messages**


##### **Pausing and/or Resuming an Auction**



### MAGIC Reverse Auction Bidders Guide

#### **Technical Requirements**











Bidders are responsible for ensuring technical requirements are met.

##### Acceptable Internet Browser(s)

 Microsoft Internet Explorer (IE) version 11



  Google Chrome versions 49 and above (will need to download and install a Chrome Extension called "IE Tab Extension")

### Unsupported Internet Browser(s)

-   Microsoft Internet Explorer (IE) version 10 or below
-   Microsoft Edge
-   Google Chrome
-   Safari
-   Firefox

Note: Pop-up blocker must be turned off.

### Java

  Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.

<https://www.java.com/en/download/>



## **Login Procedure**

Vendors must be registered in MAGIC in order to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the [Vendor Information page](#) on DFA's Web Site, or register online, [Vendor Registration](#).

To Log into MAGIC, open the following URL: <https://portal.magic.ms.gov/irj/portal>. Enter User ID and Password. The password is case sensitive.



## **MAGIC Reverse Auction Bidders Guide**

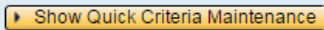
### **View Available Reverse Auctions**

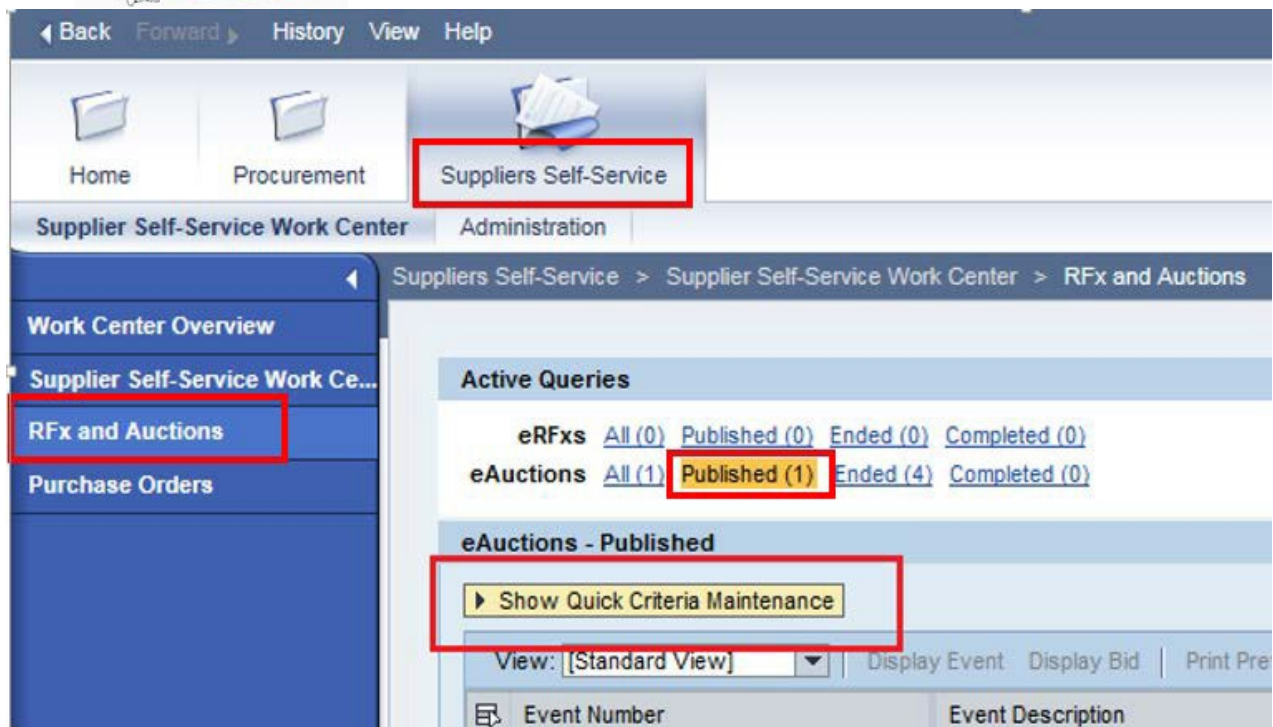
## Search for Auction(s)

Listed below are the steps to search for a bid response.

- 1.) **Bidders must first respond to the RFX (RFQF) to be able to participate in the Reverse Auction.** Instructions for creating a response to an RFX are available here, [RFX Response -Supplier Self Service](#).
  - The RFX (RFQF)– Bid Specifications will provide details for qualifying criteria. Only bidders qualified through the RFX (RFOF) will be invited to participate in Reverse Auctions.
- 2.) To search for auctions, click on the **Suppliers Self-Service** tab.
- 3.) Select **RFX and Auctions** in the navigation menu on the left of the screen. 4.)

Select the **Published** link on the eAuctions line of the Active Queries section.

Note: If the search fields are not visible, click the  button to expand the search criteria.



The screenshot shows the MAGIC Suppliers Self-Service interface. The top navigation bar includes 'Home', 'Procurement', and 'Suppliers Self-Service' (highlighted with a red box). Below this is the 'Supplier Self-Service Work Center' with tabs for 'Administration' and 'Supplier Self-Service Work Center'. The left sidebar contains 'Work Center Overview', 'Supplier Self-Service Work Ce...', 'RFX and Auctions' (highlighted with a red box), and 'Purchase Orders'. The main content area shows 'Active Queries' with links for 'eRFxs' (All (0), Published (0), Ended (0), Completed (0)) and 'eAuctions' (All (1), Published (1) highlighted with a red box, Ended (4), Completed (0)). Below this is the 'eAuctions - Published' section with a 'Show Quick Criteria Maintenance' button highlighted with a red box. At the bottom, there is a 'View: [Standard View]' dropdown and buttons for 'Display Event', 'Display Bid', and 'Print Pre'.

## 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.)



The screenshot shows the 'eAuctions - All' section of the MAGIC application. The search criteria are as follows:

- Event Number: 3300000092
- Event Status: (dropdown menu)
- Creation Date: (calendar icon)
- Deadline Date Flag: (dropdown menu)
- Status: (dropdown menu)
- My RFx Responses From: (dropdown menu)
- Smart Number: (text input)

Buttons for 'Apply' and 'Clear' are visible below the search criteria. A 'Refresh' button is also present in the table's toolbar. The table below shows the search results:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
<a href="#">3300000092</a>	1130-18-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created

## MAGIC Reverse Auction Bidders Guide

### Display Auction Details

Listed below are the steps view the auction details and information regarding the auction.

- 1.) The Auction Details screen will be displayed. It is important to review the details prior to the Auction begin time. Bidding will not be available prior to the Auction Start Date /

Time.

The table below list the fields and a brief description of the information available on the Auction Parameters sub-tab of the Auction Information tab.



**Display Auction: 330000092**

Print Preview | Close | Live Auction

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

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

Auction Information | Items | Notes and Attachments

Auction Parameters | Notes and Attachments

**Identification**

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

**Dates**

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

**Event Parameters**

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

**Automatic Extensions:**

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

**Status and Statistics**

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

Section	Field Name	Description
Identification	Name	Smart Number with details related to the RFx
	Type	English Auction is the standard for State of Mississippi
	Product Category	The 5 digit NIGP code (optional)
	Currency	US Dollar (USD)
Dates	Start Date	Begin Date and Time for the Live Auction
	End Date	Date and Time of Live Auction completion
	Time Zone	Central Standard Time (CST)
Event Parameters	Bid Decrement	The amount/percentage by which the next bid must decrease relevant to the current lowest bid.
	Bid Validation	Logic used to determine if the bid is valid.
	Follow On Document	Contract or Purchase Order
	Sequential Line Items	Enables sequential line item functionality to stagger end times.
	Sequential Initial	The amount of time in between each line item end time.
	Sequential End-Time	The time between item end times.
Automatic	Remaining Time Trigger	The time period before the end of the auction where an



## MAGIC Reverse Auction Bidders Guide

Extensions		extension can be triggered due to bid activity.
	Extension Period	Number of minutes, for which the auction will be extended if a bidder submits an offer within the <u>Remaining Time Trigger</u> period
	Number of Extensions	The number of times an auction can be extended <u>by bid activity within the Remaining Time Trigger</u> .
Status and	Creation Date	The date and time the auction was created.
	Created By	The UserID of the Agency Buyer who created the

### Display Line Items

Listed below is information regarding the line items associated with the auction.

- 1.) Click the **Items** tab to view the line items.

**Display Auction: 330000092**

Print Preview | Close | Live Auction

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

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

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

Item Overview

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

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

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

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

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

Item Overview

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

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

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



## MAGIC Reverse Auction Bidders Guide

**Display Auction: 330000092**

Print Preview | Close | Live Auction

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

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

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

Item Overview

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

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

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

Item 1 : TEST 01

Item Data | Notes and Attachments

Identification

Item Type: Material

Product ID:

Description: TEST 01

Product Category: 86300

Currency, Values and Pricing

Quantity / Unit: 1,000 AU

Price Per Unit: 1 Activity unit

Start Price: 10,000,00 USD

Ceiling Price: 0,00 USD

Bid Decrement Percent: 0,00

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

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



## MAGIC Reverse Auction Bidders Guide

### Display Notes and Attachments

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

**Display Auction: 3300000092**

Print Preview | Close | Live Auction

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

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

▼ Notes

Add | Clear

Assigned To	Category	Text Preview

▼ Attachments

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

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

### Participating in a Live Auction

After completing the steps above to find a desired auction, the steps below can be used to participate in the Live Auction process.

- 1.) With the Auction displayed, click the **Live Auction** button.

**Display Auction: 3300000092**

Print Preview | Close | **Live Auction**

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

Auction Information | Items | Notes and Attachments

- 2.) A pop-up window will appear containing Terms and Conditions to participate in the Live Auction. Review all terms and conditions. If you agree, click **Accept**. If you click **Decline** you will not be allowed to participate in the Live Auction.



If the agency did not establish Terms and Conditions this screen will not be displayed.



## 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.

## Live Auction Cockpit

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

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

Total Value of M

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

## MAGIC Reverse Auction Bidders Guide

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

## Submitting a Bid Response

The steps below must be completed for each separate line item you wish to bid on.

1. Click desired line item.
2. Enter the price in the **Bid Price** field(s) for the items you wish to bid on.



**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025

Number: 3300000120      Currency: USD

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

Description:

Requester: 1130\_SRMBOS1

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

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

Time Remaining: 00:00:00 (Ended)

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

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

## MAGIC Reverse Auction Bidders Guide

- Click the **Submit** button. The submit button may be submitted after each line item price is entered or after you enter the price for all line items you wish to bid on.

**Live Auction Cockpit**

Name: 1130-18-R-RFQF-00025

Number: 3300000120      Currency: USD

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

Description:

Requester: 1130\_SRGBOS1

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

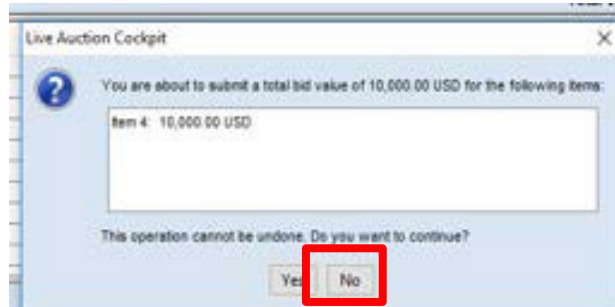
End Date: 10/19/2017 9:59:00 AM CDT

Time Remaining: 00:00:00 (Ended)

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

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

- A confirmation pop-up window will be displayed. The bid value (by line item) will be display the total of the Unit Price times the Quantity for that item. If the bid amount(s) are correct, click **Yes**. If the bid amount(s) are incorrect, click **No** and repeat the steps above to enter the correct bid amounts.



- A confirmation of a successful bid submission will be displayed in the Chat Window. Note: Erroneous bids may be deleted by the agency during the live auction.

### Chat and System Messages

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

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



# MAGIC Reverse Auction Bidders Guide

## 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:

<b>A bidder CAN:</b>	Send a message to an agency buyer.
	Type the message in the message box and click <b>Send</b> .
	See broadcast messages from the agency buyer to ALL bidders.
<b>A bidder CANNOT:</b>	See messages regarding the status of the auction (e.g. paused, resumed, or extended)
	Send a message to other bidders of the auction.
	See messages sent to an agency by other bidders.
	See messages sent to other bidders from the agency buyer.

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

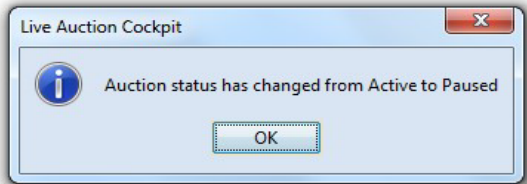
Please send me....      Send



## MAGIC Reverse Auction Bidders Guide

### Pausing and/or Resuming an Auction

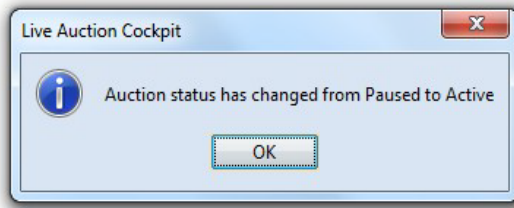
If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from “Active” to “Paused”. A system alert will appear on the screen.



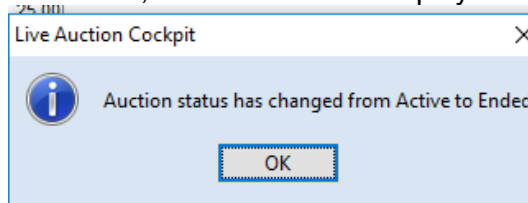
**The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.**



When the agency buyer resumes the auction the auction status will be changed from “Paused” to “Active”. A system alert will appear on the screen.



Once the auction has ended, a notification will display.



If you are having problems submitting your quote electronically, please contact the MAGIC Support Center at 601-359-1343 or email at [mash@dfa.state.ms.us](mailto:mash@dfa.state.ms.us).

If you have any questions regarding this invitation, please contact Nyla Kendrick by phone at (601) 923-7680. You may email Nyla Kendrick at [nyla.kendrick@dor.ms.gov](mailto:nyla.kendrick@dor.ms.gov). The Mississippi Department of Revenue (MDOR) reserves the right to reject any and/or all bids and to waive all

informalities.

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

**Bidder**

**Responsibility:**

Bidders must, upon request of the Mississippi Department of Revenue, provide satisfactory evidence of ability to furnish products or services in accordance with the terms and conditions of the specifications. The Mississippi Department of Revenue reserves the right to make the final determination as to the bidder's ability.

**Invitation to Bid:**

All information requested on the Invitation Form must be completed.

**Quantity:**

The number of used Glock 43's to be traded is (32). The number of used Glock 43X MOS to be traded is (9). The number of new Sig P365 9MM Pistols with Flat Trigger Group and Ambidextrous Manual Safety handguns to be purchased is (39).

**Confidential Information:**

Confidential information shall mean all materials, documents, and data furnished to the successful bidder. The successful bidder shall provide to the Mississippi Department of Revenue a letter that the successful bidder agrees to protect all confidential information. Any liability resulting from the wrongful disclosure of confidential information on the part of the successful bidder shall rest with the successful bidder.

**Award Criteria:**

The award will be made via the Reverse Auction Process to the best bid or bids. Factors to be considered in determining the best bid include:

- Bottom Line Figure
- Conformity with specifications
- Responsibility of the bidder

**Notes:**

It is the intent of Mississippi Department of Revenue to obtain a product that will adequately meet the needs of the agency while promoting the greatest extent of competition that is practicable. It is the responsibility of the prospective bidder to review the entire Invitation packet and to notify the Procurement Department of the Mississippi Department of Revenue if the Instructions and Special Conditions, or the General Conditions are formulated in a manner which would unnecessarily restrict competition. Any protests or questions concerning the specifications of bidding

procedures must be received in writing to the Mississippi Department of Revenue Building, Procurement Officer, not less than (72) hours prior to the time and date set for bid opening.

**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

Request for Quote Issue Date:	May 17, 2024
First Publication	May 17, 2024
Second Publication	May 24, 2024
Deadline for Submission of Questions	May 31, 2024; 12:00 noon (CST)
Last Day Answers Posted to Website	June 7, 2024; 5:00 p.m. (CST)
Bid Packet Submission Deadline	June 19, 2024, 12:00 noon (CST)
Evaluation	June 20, 2024
Qualify Bids	June 20, 2024
Email Qualified Bidders	June 26, 2024
Protest Deadline	July 3, 2024, 12:00 noon (CST)
Reverse Auction Start Date	July 17, 2024, 2:00 p.m. (CST)
Bid Evaluations	July 18, 2024
Projected Award	July 25, 2024

**Delivery:**

Mississippi Department of Revenue, 500 Clinton Center Drive Clinton, MS 39056 during normal business days, between the hours of 8:00 a.m. to 5:00 p.m., CST except all observed state holidays. If delivery date falls on a holiday or weekend, delivery will be made on the following business day.

**Sig P365 9MM Pistols with Flat Trigger Group and Ambidextrous Manual Safety must be delivered before or no later than 90-120 working days from date of order.**



Bidder Information (Please complete ALL Sections Below)  
**BIDDER INFORMATION (Please Complete ALL Sections Below)**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

Email: \_\_\_\_\_

Company Representative Name (Print): \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Company Representative Signatures)

# **BID SPECIFICATIONS**

## **Mississippi Department of Revenue**

All bids must meet or exceed the minimum specifications as set forth in this Invitation for Bid.

**Scope:** These specifications are intended to describe the mechanical, safety, and comfort requirements for the Sig P365 9MM Pistols with Flat Trigger Group and Ambidextrous Manual Safety which will be used by the Mississippi Department of Revenue/ Mississippi Alcoholic Beverage Control Enforcement Agents

**Caliber:** The Sig P365 9MM Pistol with Flat Trigger Group and Ambidextrous Manual Safety is chambered in 9mm Luger. The weapon functions with assorted ammunition ranging in weight from 115gr to 147gr.

**Dimensional Requirements:** Barrel length (3.1-inch Carbon Steel)

Each weapon is to be inspected at the factory before shipping to the Agency.

**Mode of Fire:** Semi Auto

**Trigger and safety:** The flat trigger group and ambidextrous manual safety installed at factory.

Each weapon will come with 2 flush fitting 10rd magazines.

When utilizing gloves, the trigger shall not pinch the trigger finger between the trigger and the side of the receiver or between the trigger and the inside bottom of the trigger guard. Any manipulation/modification to the trigger guard to meet this requirement is not acceptable.

**Front sight:** Fixed

**Rear sight:** Fixed

**Inspection of Equipment :** If you would like to set up a day or time to come to the Mississippi Department of Revenue located at 500 Clinton Center Drive in Clinton, MS to view and inspect the equipment, please contact Nyla Kendrick, Procurement Officer at (601) 923-7680 or via email at [nyla.kendrick@dor.ms.gov](mailto:nyla.kendrick@dor.ms.gov).

**Notes:** This specification shall, until revised or rescinded by the Department of Revenue, apply to each future purchase. It is the responsibility of the prospective bidder to review the entire Invitation for Bid packet and to notify the Procurement Department of the Mississippi Department of Revenue if the Specifications, Instructions and Special Conditions, or the General Conditions are formulated in a manner which would unnecessarily restrict competition. Any protest or questions concerning the specifications or bidding procedures must be received in writing in the Mississippi Department of Revenue, Procurement Officer, not less than 72 hours prior to the time and date set for the bid opening.



## 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. DEFINITIONS

The use of the word “agency” in any Bid Invitation solicitation or specification shall be intended to mean state agencies only.

### 2. 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. 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, an MDOR representative can enter the Vendor’s bid(s) manually (i.e., Surrogate bidding).
- 2.4 Bidders participating in person by surrogate bidding must 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 MDOR 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. 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 MDOR by the response deadline.

### 4. ACCEPTANCE OF BIDS

MDOR 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 the MDOR shall have 60 days to accept.

### 5. ERROR IN BID

If a vendor is participating in a Live Auction, the vendor can notify MDOR in the event of an erroneous bid via the chat message feature. Erroneous bids, where the mistake is apparent to MDOR, may be deleted during the live auction.

### 6. 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. 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 Unless the bidder specified otherwise in the bid, the State may accept any item or group of items of any kind.

7.3 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. 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. 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. GIFTS, REBATE, GRATUITIES

10.1 Acceptance of gifts from bidders is prohibited. No officer or employee of the MDOR, 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. 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. 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. 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. WAIVER**

MDOR 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. 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. SUBSTITUTIONS DURING CONTRACT

During the term of a contract, if adequate documentation is provided that supports the claim that the contract item(s) are not available, items which meet the minimum specifications may be substituted if approved by MDOR and the substitutions are deemed to be in the best interest of the State.

#### 17. 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 MDOR.

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 the MDOR 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.

#### 18. 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.

#### 19. NONRESPONSIVE 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.

## **20. 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 the MDOR. The MDOR reserves the right to specify a time frame in which clarification request shall be made.

## **21. PRE-QUALIFICATION PROCESS**

- 22.1 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. The MDOR 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, the MDOR will review the submissions to qualify bidders and determine a starting price for reverse auction items.
- 22.2 The Invitation for Bids/RFQF shall be advertised in accordance with Section 3.106.05.4 of the Mississippi Procurement Manual. The MDOR 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.
- 22.3 Responses to the RFQF will be reviewed by the MDOR for responsiveness to specifications. Price quotes received will be evaluated in conjunction with other market research to determine the starting price for the Auction.
- 22.4 The MDOR 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.
- 22.5 Once qualified, the MDOR 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.
- 22.6 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.

## **23. 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.

## **24. CONTRACT EXTENSION**

No extensions necessary.

## **25. 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.

## **26. 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 the MDOR.

## **27. INDEMINIFICATION**

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.

## **28. LIVE AUCTION**

- 28.1 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 the MDOR 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 the MDOR.
- 28.2 The Auction time may be extended at the discretion of the MDOR. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by the MDOR or bidder, the need to pause the Auction, or bids placed

within the last few moments of bidding.

28.3 Communication with bidders participating electronically during the Auction may be done via the Live Chat Feature. The MDOR has the ability to send messages to particular bidders or broadcast to all bidders. Bidders can ONLY communicate with the MDOR, not other bidders.

28.4 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.

## 29. FORCE MAJEURE

If the MDOR 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. The MDOR 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 MDOR as a result of a Force Majeure Event. Each bidder shall be required to ensure the delivery and receipt of its bid by the MDOR prior to the new date and time of the live auction or bid opening.