



**Burl Cain
Commissioner**

Request for Quotes-Formal (RFQF) (Reverse Auction)

RFx No.: 3140003235

Three (3) Fork Lifts

Issue Date: Tuesday, September 27, 2022

Qualifying bids: Due October 17, 2022 by 10:00 AM

Invitation: The Mississippi Department of Corrections (“MDOC”) is seeking bids from qualified bidders for the purchase and delivery of three (3) fork lifts. The purpose of this RFQF is to qualify vendors to participate in a Live Reverse Auction.

Contact Information:
Mississippi Department of Corrections
Attn: Contracts/Procurement
301 North Lamar Street
Jackson, MS 39201
Telephone: 601-359-5304
Procurement@mdoc.state.ms.us

SECTION I GENERAL CONDITIONS

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.

1.1 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.

1.2 PREPARATION OF BIDS

- 1.2.1 Bids and/or Quotes may be submitted electronically through the State of Mississippi’s e-procurement system (MAGIC - Mississippi Accountability System for Government Information and Collaboration). **Electronic method of submission is preferred** but not required. Bids and/or Quotes may also be submitted on paper via U. S. Postal Service, delivery service or hand-delivered to the Mississippi Department of Corrections (“MDOC”) at the address listed. Bid must be typed or printed in ink. 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.
- 1.2.2 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.
- 1.2.3 Delivery of bids via U. S. Postal Services, delivery service or hand delivered must indicate on the face of the envelope, the above address, the date and time of the bid opening and the bid number.
- 1.2.4 If a bidder is unwilling or unable to participate through MAGIC or other means, an MDOC representative can enter the bidder’s bid manually (i.e., Surrogate bidding).
- 1.2.5 Failure to examine any specifications and instructions will be at bidder's risk.
- 1.2.6 Price each item separately. Unit prices shall be shown. Bid prices must be net.
- 1.2.7 It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the bidder.

- 1.2.8** Bidders must furnish all information requested in the bid specifications. Further, when required, bidder must submit for bid evaluation, descriptive literature and specifications covering the product offered. Reference to literature submitted with a previous bid or on file with MDOC will not satisfy this provision.
- 1.2.9** Samples of items, when required, 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 samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number, State of Mississippi commodity number, bid number and item reference.
- 1.2.10** 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.

1.3 BID SUBMISSION:

- 1.3.1** When submitting a bid electronically, the authorized signature may be typed or be an electronic signature. When submitting a bid via U. S. postal service, delivery service or hand-deliver, the authorized signature must be manual in ink.
- 1.3.2** Bids and modifications or corrections received after the closing time specified will **not** be considered.
- 1.3.3** When submitting the response to this RFQF through MAGIC, bidder must ensure all questions have been answered within the RFQF and all proposed items in bid have a response.
- 1.3.4** Bidders submitting paper responses should submit responses to the MDOC by the response deadline.

1.4 ACCEPTANCE OF BIDS

MDOC 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 MDOC reserves the right to modify or cancel, in whole or in part, this RFQF.

1.5 BID OWNERSHIP

All bids become MDOC property. Bids will be made available for inspection only after award of contract or issuance of purchase order. 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 MDOC policies and procedures established in

accordance with the Mississippi Public Records Act of 1983 defined in Sections 26-61-1 *et seq.*, of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1.

1.6 PARTIAL BIDS PROHIBITED

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

1.7 ERRORS IN BIDS

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

1.8 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.

1.9 AWARD:

1.9.1 Contract and purchases will be made or entered into with the lowest and best responsible/responsive bidder meeting specifications, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, MDOC 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 bid, or as expressly provided in this RFQF.

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

1.9.3 A written purchase order or contract award furnished to the successful bidder within the time of acceptance specified in this RFQF results in a binding contract without further action by either party. The contract shall consist 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 MDOC.

1.10 PROTEST OF AWARD

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the RFQF may file a protest with Mr. Karei McDonald, Executive Deputy Commissioner. The protest shall be submitted in writing within seven (7) days after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s)

or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by Mr. Karei McDonald, Executive Deputy Commissioner via either U.S. mail, postage prepaid, or personal delivery.

1.10.1 Protest Notice of Decision: A copy of the Notice of Decision shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.

1.11 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. 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 bidder 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 MDOC 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.

1.12 TAXES

The State/MDOC 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.

1.13 GIFTS, REBATES, GRATUITIES:

1.13.1 Acceptance of gifts from bidders is prohibited. No officer or employee of the MDOC, 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.

1.13.2 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.

1.14 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.*

1.15 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 precedent.

1.16 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 or purchase 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.

1.17 WAIVER

MDOC 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.

1.18 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 purchase; or failure to perform to contract or purchase conditions. The bidder 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 bidder within a period of 30 days following the date of expiration or cancellation. Cancellation by the State does not relieve the bidder of any liability arising out of a default or nonperformance. If a contract or purchase is canceled by the State due to a bidder's request for increase in prices or failure to perform, that bidder will be disqualified from bidding for a period of 24 months. The bidder may cancel a contract or purchase for cause with the giving of 30 days' written notice of intent to cancel. Cause for the bidder to cancel may include, but is not limited to, the item(s) being discontinued and/or unavailable from the manufacturer.

1.19 SUBSTITUTIONS DURING CONTRACT

During the term of a contract or purchase, if adequate documentation is provided that supports the claim that the contract or purchase item(s) are not available, items which meet the minimum

specifications may be substituted if approved by MDOC and the substitutions are deemed to be in the best interest of the State.

1.20 APPLICATION

It is understood and agreed by the bidder that any contract entered into as a result of this RFQF 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 MDOC.

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 covered by state contract from any source offering an identical product at a price that does not exceed the state contract price.

Employees of MDOC 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.

1.21 ADDENDA

Addenda modifying 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. (*See Attachment C*)

1.22 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 offer alternative products that are not compliant with specifications in an attempt to obtain a contract or purchase on the basis of pricing only will be disqualified from bidding for a period of 24 months. Bidders who do not respond to correspondence from MDOC or those who do not meet deadline requests by MDOC.

1.23 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 Bid Opening. Such clarification will be answered only in response to a written request submitted in the specified amount of time set by

the MDOC. The MDOC reserves the right to specify a time frame in which clarification request shall be made.

1.24 PRE-QUALIFICATION PROCESS:

- 1.24.1 The purpose of this RFQF is to advertise the competitive procurement for solicitation of bids from potential bidders to participate in the Reverse Auction. MDOC 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 MDOC will review the submissions to qualify bidders and determine a starting price based on market research for Reverse Auction items.
- 1.24.2 This RFQF shall be advertised in accordance with Section 3.106.05.4 of the Mississippi Procurement Manual. The MDOC shall advertise for 14 consecutive days in accordance with Section 31-7-13(c)(i)(1) of the Miss. Code Ann. Responses to this RFQF will be due on the 8th working day after the last day of advertisement.
- 1.24.3 Responses to this RFQF will be reviewed by the MDOC for responsiveness to specifications. Price quotes received will be evaluated in conjunction with other market research to determine the starting price for the Reverse Auction.
- 1.24.4 The MDOC 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. *Note:* MDOC reserves the right to extend the auction date if necessary to complete prequalification.
- 1.24.6 Once qualified, the MDOC 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.
- 1.24.7 It is requested that bids be submitted on the basis of statewide distribution. Bidders must maintain adequate distribution capabilities and adequate stock of all items to insure prompt delivery.

1.25 FIRM BID PRICE

Prices accepted from bidder submissions shall be firm for the term of the contract except that the MDOC shall receive the benefit of any price decrease. The bidder must provide written price reduction information within ten (10) days of its effective date.

1.26 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.

1.27 ASSIGNMENT

The bidder shall not assign or subcontract in whole or in part, its right or obligations under the awarded agreement without prior written consent of the MDOC.

1.28 INDEMINIFICATION

Bidder 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 bidder's and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform the awarded contract. In the State's sole discretion, bidder may be allowed to control the defense of any such claim, suit, etc. In the event bidder defends said claim, suit, etc., bidder shall use legal counsel acceptable to the State; bidder 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. Bidder shall not settle any claim, suit, etc., without the State's concurrence, which the State shall not unreasonably withhold.

1.29 LIVE AUCTION

For Reverse Auction Instructions, please go to Reverse Auction Quick Reference Guide located at <https://www.dfa.ms.gov/media/8508/magic-bidders-reverse-auction-quick-reference-guide.pdf>.

We encourage and prefer Bids and/or Quotes to be submitted electronically through the State of Mississippi's e-procurement system (MAGIC).

- 1.29.1 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 MDOC 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 MDOC.
- 1.29.2 The Auction time may be extended at the discretion of the MDOC. Examples of reasons to extend an Auction include, but are not limited to, technical difficulties experienced by the MDOC or bidder, the need to pause the Auction.
- 1.29.3 Communication with bidders participating electronically during the Auction may be done via the Live Chat Feature. The MDOC has the ability to send messages to particular bidders or broadcast to all bidders. Bidders can ONLY communicate with the MDOC, and no other bidders.

- 1.29.4 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.

1.30 FORCE MAJEURE

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

1.31 INSURANCE

Bidder represents that it will maintain workers' compensation insurance, which shall inure to the benefit of all bidder's personnel provided hereunder and comprehensive general liability and/or professional liability insurance.

SECTION II INSTRUCTIONS AND SPECIAL CONDITIONS

2.0 SCOPE OF SERVICE

This RFQF is for three (3), new Fork Lifts. This RFQF will solicit quotes to obtain qualifying quotes as listed on the Bid Form (**Attachment B**). The bidder may propose options above and beyond these specifications that best suit the needs of MDOC's interest as determined by the agency. The bidder agrees to begin delivery within 90 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.

2.1 QUESTIONS AND/OR CLARIFICATIONS INSTRUCTIONS

2.1.1 All questions or clarifications concerning this RFQF or the bid process must be submitted by October 10, 2022 by 10:00 AM, CST. Questions received after this date and time may not be considered.

2.1.2 Bidder shall complete the Acknowledgement of Attachment(s)/Addendum(s) form (*See Attachment C*).

2.1.3 MDOC will not be bound by any verbal information that is not contained within this RFQF or its Attachment(s) or Addendum(s)

2.2 GENERAL TERM OF PURCHASE

2.2.1 TERM

Upon acceptance of a bid by the MDOC, and receipt of a signed contract or purchase order, the successful bidder shall be obligated to deliver all forklifts in accordance with the specification listed in this RFQF.

2.2.2 DELIVERY

The awarded bidder shall begin delivery of one fork lift to each location within 90 days of award. Required 48 hours advance notice prior to delivery to Mr. Gerrard Poole (662) 444-0852 to each of the following locations:

1. Mississippi State Penitentiary (Central Warehouse Cold Storage)
Highway 49 West, Parchman, MS. 38738
2. South Mississippi Correctional Institution (Central Kitchen)
22689 Highway 63 North, Leaksville, MS. 39451
3. Central Mississippi Correctional Facility (Central Kitchen)
3794 Highway 468, Pearl, MS. 39208

2.3 PROCUREMENT TIMELINE

Request for Quote-Formal Issue Date/First Publication:	September 27, 2022
Second Publication	October 04, 2022
Questions Due	10:00 AM CST, October 10, 2022
Bid Packet Submission Deadline	10:00 AM CST, October 14, 2022
Email Qualified Bidders	10:00 AM CST, October 17, 2022
Reverse Auction	10:00 AM CST, October 20, 2022
Notice of Intent to Award	October 20, 2022

2.4 BUSINESS LOCATION

Bidder must have, “Brick and Mortar” structure located inside the State of Mississippi used to conduct business with government agencies and the public no less than five (5) days per week.

2.5 BUSINESS LONGEVITY

Each bidder must have been in business a minimum of two (2) years prior to submission of its bid. Please indicate the length of time you have been in business providing firearms as specified in this RFQF. Business longevity information must be provided, as part of the bid package submitted for consideration.

2.6 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 MDOC that it has been awarded the contract.

2.7 SUBMISSION FORMAT

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

- Attachment A - Bid Cover Sheet
- Attachment B - Bid Form
- Attachment C - Acknowledgement of Attachment(s)/Addendum(s) (CONT.)
- Copy of Federal Firearm and Dealer License

2.8 LATE SUBMISSION No late bids, modifications or withdrawals will be considered unless receipt would have been timely had it not been for the action or inaction of MDOC personnel directly involved with the procurement activity. Late bids or responses shall remain sealed and be maintained as part of the procurement file.

2.9 BID EVALUATION

Bids will be evaluated based on lowest price and the best responsive/responsible bid meeting the requirements and specifications set forth herein, which may include criteria to determine acceptability such as inspection, testing, quality, delivery, and suitability. Those criteria along with the price will be considered in evaluation for award and shall be objectively measurable where possible. No criteria will be used in the evaluation that is not set forth in this RFQF. Only bidders who are found responsive and responsible will have their bids considered.

Minimum Qualifications to be Deemed Responsive - In order to be deemed responsive the bidder must submit:

- Attachment A - Bid Cover Sheet in its entirety, signed by an authorized representative
- Attachment B - Bid Form in its entirety, signed by an authorized representative
- Attachment C - Acknowledgement of Attachment(s)/Addendum(s)

Minimum Qualifications to be Deemed Responsible

- Minimum of two (2) years business longevity providing the items listed in this RFQF
- “Brick and mortar” structure located inside the State of Mississippi used to conduct business with government agencies and the public no less than 5 days per week.
- Registered to do business with the State of Mississippi through the Secretary of State, if not registered affirm that you will do so within seven (7) business day of being notified by MDOC of contract award.

SECTION III SPECIFICATIONS

3.0 SPECIFICATIONS

Bidder shall submit **Attachment B, Bid Form** quoting purchase including delivery. The quote will not be used to make an award. Market research will be used determine a bid start price, the quote will be used to qualify interested parties meeting bid requirements and specifications in order to qualify vendors to participate in the Live Reverse Auction. Price includes delivery.

Fork Lift Specifications

- Must be new and unused model
- Minimum 5,000 lb. lift capacity
- 36 or 48 Volt System
- Battery installed and fully operational equipment
- 36/48 dual voltage 3-phase AC transistorized Heavy-duty fully enclosed pump motor
- Three State Mast
- Smooth Cushion Rubber Drive & Steer Tires
- 37” wide, Hook Type, ITA Class II Carriage
- 2 LED Headlights
- Amber LED Strobe light
- 88” Overhead Guard
- Safety Seat – Suspension Vinyl
- Audible Backup Alarm
- Pump/Steering
- Seat with switch to disable traction
- Multi-functional diagnostic dash display with hour meter and battery discharge indicator
- Parking brake reminder alarm
- Warranty
 - Minimum 2 years or 3,000 hours on entire machine
 - Minimum 3 years or 6,000 hours on major components
- ½ hour of on-site operator training at the time of delivery
- Begin delivery within 90 days with required 48 hours advance notice prior to delivery to Mr. Gerrard Poole (662) 444-0852 of award to each of the following locations:

**ATTACHMENT A
BID COVER SHEET
RFQF RFx No.: 3140003235**

The MDOC is seeking a vendors to provide quotes for three (3) fork lifts; one delivered to each of the following locations: Central Mississippi Correctional Facility, Mississippi State Penitentiary, South Mississippi Correctional Institution. MDOC will utilize the Live Reverse Auction Process to make this purchase. The Request for Quote Formal (RFQF) is the first step in the Reverse Auction Process. The purpose of the RFQF is to solicit bids from interested parties meeting bid requirements and specifications in order to qualify vendors to participate in the Live Reverse Auction.

Bids are to be submitted as stated below, on or before Tuesday, August 9, 2022 by 2:00 PM, CST.

PLEASE MARK YOUR ENVELOPE:

**RFQF#: 3140003235
Opening Date: 10:00 AM, CST, October 14 , 2022
Mississippi Department of Corrections
ATTN: Contracts/Procurement
301 N. Lamar Street
Jackson, MS 39201
SEALED BID – DO NOT OPEN**

Name of Company: _____

Quoted By: _____

Signature: _____

Address: _____

City/State/Zip Code: _____

Company Representative: _____

Telephone: _____

Fax: _____

Email: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

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

Indicate the length of time the company has provided this type of goods and/or services required in this RFQF.

_____ years _____ months (*minimum 2 years*)

Is company registered with the Mississippi Secretary of State to do business? Yes No, but agree to register within seven (7) business days of award.

Attach a copy of your valid Federal Firearm License.

Provide the address of the “Brick and Mortar” structure located inside the State of Mississippi used to conduct business with government agencies and the public along with the days of the week and hours of operation:

Provide a time frame in calendar days, within which delivery will be made after receipt of order.

Deliver in _____ days.

State the warranty for goods and/or services.

**ATTACHMENT B
 BID FORM
 RFQF RFx No.: 3140003235**

Company	Company Representative	Telephone Number

The price bid below is for the purchase of new firearms and magazines and the trade-in credit for used firearms, magazines and miscellaneous ammunition. This price will **not** be used to make an award. The bid will be used to help determine the starting price for the Live Reverse Auction.

All pricing should include all associated costs for the items with no additional or hidden fees.

Line No.	Item Description	Estimated Quantity	UOM	Unit Price
01	Fork Lift, meeting all specifications and delivered to: Central Mississippi Correctional Facility (Central Kitchen) 3794 Highway 468 Pearl MS, 39208	1	EA	\$
02	Fork Lift, meeting all specifications and delivered to: Mississippi State Penitentiary (Central Warehouse Cold Stor) Highway 49 West, Parchman, MS. 38738	1	EA	\$
03	Fork Lift, meeting all specifications and delivered to: South Mississippi Correctional Institution (Central Kitchen) 22689 Highway 63 North, Leaksville, MS. 39451	1	EA	\$

Total Cost: _____

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 this RFQF and attachments/addendums thereto;
2. That the company meets all requirements and acknowledges all certifications contained in this

RFQF and attachments/addendums thereto;

3. That the company agrees to all provisions of this RFQF and attachments/addendums thereto;
4. That the company will provide the equipment required at the prices quoted above;
5. 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;
6. The bidder represents that its workers are licensed, certified and possess the requisite credentials to allow firearms purchase and trade-ins; and,
7. **NON-DEBARMENT:** By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contract or purchase issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting bids for contract or purchase issued by any political subdivision or agency of the State of Mississippi.
8. **INDEPENDENT PRICE DETERMINATION:** 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 prices bid/offered.
9. **PROSPECTIVE CONTRACTOR/BIDDER'S REPRESENTATION REGARDING CONTINGENT FEES:** The prospective bidder represents as a part of such bidder's bid that such bidder *has not* retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract or purchase.
10. **REPRESENTATION REGARDING CONTINGENT FEES:** Bidder represents that it *has not* retained a person to solicit or secure a State contract or purchase upon an agreement or understanding for a commission, percentage, brokerage, or other contingent fee, except as disclosed in the bidder's bid.
11. **REPRESENTATION REGARDING GRATUITIES:** Bidder represents that it *has not* violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 9-105 (Gratuities) of the *Mississippi Procurement Manual*.

Company Name: _____

Printed Name of Representative/Title: _____

Date: _____

Signature: _____

Note: Failure to sign the bid form may result in the bid being rejected as non-responsive. Modifications or additions to any portion of this bid document may be cause for rejection of the bid.

ATTACHMENT C
Acknowledgement of Amendment(s)/Addendum(s)
RFQF RFx No.: 3140003235

By signing below, I hereby acknowledge receipt of the following amendment(s)/addendum(s):

1. _____
2. _____
3. _____

There were no amendment(s)/addendum(s) associated with the RFQF.

Company Name

Print Name

Signature