



Burl Cain
Commissioner

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

RFx No.: 3140004172

**To Provide: One (1) New Digger Derrick
Truck, One (1) Bucket Truck, One (1)
LeeBoy Asphalt Paver, and One (1) Tandem
Roller (HD 10C VV)**

Issue Date: Monday, March 24, 2025

Qualifying Bids: Due April 10, 2025 by 12:00 PM

Invitation: The Mississippi Department of Corrections (“MDOC”) is seeking bids from qualified bidders for the purchase and delivery of one (1) new digger derrick truck, one (1) bucket truck, one (1) Leeboy asphalt paver, and one (1) tandem roller. The purpose of this RFQF is to qualify vendors to participate in a Live Reverse Auction.

Contact Information:

Mississippi Department of Corrections
Office of Procurement and Contracts
Attn: Princess R. Hayes, Bid Coordinator
301 North Lamar Street
Jackson, MS 39201
Telephone: 601-359-5600
Procurement@mdoc.state.ms.us

Table of Content

Section I General Conditions	5
1.0 Definitions	5
2.0 Preparation of Bids	5
3.0 Bid Submission	6
4.0 Acceptance of Bids	6
5.0 Error in Bids	6
6.0 Special Discount Period.....	7
7.0 Award	7
8.0 Inspection.....	7
9.0 Taxes	7
10.0 Gifts, Rebates, Gratuities	8
11.0 Bid Information	8
12.0 Precedence	8
13.0 Competition	8
14.0 Waiver	8
15.0 Cancellation	8
16.0 Substitutions During Contract	9
17.0 Application	9
18.0 Addenda	9
19.0 Non Responsive Bids.....	10
20.0 Specification Clarification	10
21.0 Pre Qualification Process.....	10
22.0 Firm Bid Price	11
23.0 Contract Extension	11
24.0 Suspension and Debarment	11
25.0 Assignment	11
26.0 Indemnification	11
27.0 Live Auction	11
28.0 Force Majeure	12

Section II Instructions and Special Conditions	13
1.0 Authority	13
1.1 Purpose	13
2.0 Scope of Service	13
3.0 General Term of Contract	13
3.1 Delivery	13
4.0 Procurement Time-Line	14
5.0 References	14
6.0 Business Longevity.....	15
7.0 Approach	15
8.0 Registration with Mississippi Secretary of State	15
9.0 Procurement Methodology	15
9.1 Rules of Procurement	16
9.2 Procedure for Answering Questions	16
9.3 Amendment of Withdrawal	16
9.4 Amendments to the RFQF	17
9.5 Bid Acceptance Period	17
9.6 Pre-qualification of Suppliers	17
9.7 Bid Evaluation	17
9.8 Award Notice	18
9.9 Right to Protest	18
9.10 Opening Procedures	18
9.11 Bid Ownership	18
9.12 Partial Bids Prohibited	19
9.13 Exceptions and Deviations	19
9.14 Conflict of Interest	19
9.15 Office Closure Statement	19
10.0 Submission Procedures	19
10.1 Procedures for Submitting Bid	19
10.2 Submission Format	20
11.0 Late Submissions	21

12.0 Reverse Auction	21
Section III How to Create an RFX Response	23
Section IV Special Instructions	41
Section V Bid Package	56
Attachment A Specifications for Digger Derrick Truck	57
Attachment B Specifications for Bucket Truck	63
Attachment C Specifications for LeeBoy Asphalt Paver	69
Attachment D Specifications for Tandem Roller	75
Attachment E EEV Certification and Agreement	78
Attachment F Bid Cover Sheet	79
Attachment G Certification	81
Attachment H Bid Form Digger Derrick Truck, Bucket Truck, LeeBoy Asphalt Paver, and Tandem Roller (HD 10 C VV)	82
Attachment I References	84
Attachment J Reference Score Sheet # 1	86
Attachment K Reference Score Sheet # 2	87
Attachment L Acknowledgements of Amendments.....	88
Attachment M Secretary of State Acknowledgement.....	89
Attachment N Conflict of Interest Disclosure Statement.....	90
Attachment O Live Reverse Auction Participation.....	91

MISSISSIPPI DEPARTMENT OF CORRECTIONS
Invitation for Bid
Digger Derrick Truck, Bucket Truck, LeeBoy Asphalt Paver, and
Tandem Rollers

SECTION I

GENERAL CONDITIONS – REVERSE AUCTIONS

ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH ALL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY THIS OFFICE WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL BIDDERS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.

1.0 DEFINITIONS

The use of the word “agency” in any Bid Invitation solicitation or specification shall be intended to mean state agencies only. The words “governing authority” when used shall be intended as meaning city, county or other local entities.

2.0 PREPARATION OF BIDS

- 2.1 Bids and/or Quotes may be submitted through the State of Mississippi’s e-procurement system (MAGIC) or in person to the Mississippi Department of Corrections (“MDOC” or “the State”). Paper bids are allowed. All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing bid.
- 2.2 To submit bids electronically, bidders must ensure they are registered in the MAGIC system and have received a login, password, and supplier number and that all technical requirements have been met.
- 2.3 If a bidder is unwilling or unable to participate through MAGIC, a MDOC representative can enter the Vendor’s bid(s) manually (i.e. Surrogate bidding).
- 2.4 Bidders participating in person by surrogate bidding must so indicate in their response to the initial Request for Quote-Formal (RFQF).
- 2.5 Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 2.6 Price each item separately. Unit prices shall be shown. Bid prices must be net.

- 2.7 It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding on the bidder.
- 2.8 Bidders must furnish all information requested in the bid specifications. Further, when required, each bidder must submit for bid evaluation cuts, sketches, descriptive literature and technical specifications covering the product offered. Reference to literature submitted with a previous bid or on file with MDOC will not satisfy this provision.
- 2.9 Samples of items, when requested, must be furnished free of expense, and if not destroyed in testing will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within ten (10) days following opening bids. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, State of Mississippi commodity number, bid number and item reference.
- 2.10 Time of performance. The number of calendar days in which delivery will be made after receipt of order shall be indicated in the bid specifications.

3.0 BID SUBMISSION

- 3.1 When submitting a bid electronically, the authorized signature may be typed or be an electronic signature.
- 3.2 Bids and modifications or corrections received after the closing time specified will not be considered.
- 3.3 When submitting the response to the RFQF in MAGIC, bidder must ensure all questions have been answered within the RFQF and all proposed items in bid have a response.
- 3.4 Bidders submitting paper responses should submit responses to the MDOC by the response deadline.

4.0 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 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 MDOC shall have 60 days to accept.

5.0 ERROR IN BID

If a vendor is participating in a Live Auction, the vendor 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.

6.0 SPECIAL DISCOUNT PERIOD

Time in connection with a special discount offered will be computed from date of delivery at destination or from the date correct invoices are received, if the latter date is later than the date of delivery. Cash discounts will not be considered in the award process.

7.0 AWARD

- 7.1 Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications, except as otherwise specified in the bid specifications. Where more than one item is specified in the specifications, the 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 Invitation for Bids, or as expressly provided in the MDOC's Invitation for Bids.
- 7.2 Unless the bidder specified otherwise in the bid, the MDOC 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 MDOC.

8.0 INSPECTION

Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification or rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the State or any subdivision thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment therefore may be made at a proper reduction in price.

9.0 TAXES

The State is exempt from federal excise taxes and state and local sales or use taxes and bidders must quote prices which do not include such taxes. Exemption certificates will be furnished upon request. Contractors making improvements to, additions to or repair work on real property on behalf of the State are liable for any applicable sales or use tax on purchase of tangible personal property for use in connection with the contracts. Contractors are likewise liable for any applicable

use tax on tangible personal property furnished to them by the State for use in connection with their contracts.

10.0 GIFTS, REBATE, GRATUITIES

- 10.1 Acceptance of gifts from bidders is prohibited. No officer or employee of 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.
- 10.2 Bidding by state employees is prohibited. It is unlawful for any State official or employee to bid on, or sell, or offer for sale, any merchandise equipment or material, or similar commodity to the State during the tenure of his or her office or employment, or for the period prescribed by law thereafter, or to have any interest in the selling of the same to the State.

11.0 BID INFORMATION

Bid information and documents may be examined pursuant to the Mississippi Public Records Act of 1983, MS Code 25-61-1 et seq.

12.0 PRECEDENCE

Bids shall be made and the contract shall be entered into in accordance with the General Conditions as hereinafter amended and modified. Should a conflict exist between the General Conditions and the Instructions and Special Conditions, the Instructions and Special Conditions shall take precedence.

13.0 COMPETITION

There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given to the U.S. Government. Bidders may bid lower than U.S. Government contract price without any liability as the State is exempt from the provisions of the Robinson-Patman Act and other related laws. In addition, the U.S. Government has no provisions in any of its purchasing arrangements with bidders whereby a lower price to the State must automatically be given to the U.S. Government.

14.0 WAIVER

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.

15.0 CANCELLATION

Any contract or item award may be canceled with or without cause by the State with the giving of 30 days written notice of intent to cancel. Cause for the State to cancel may include, but is not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions. The Contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the Contractor within a period of 30 days following the date of expiration or cancellation. Cancellation by the State does not relieve the Contractor of any liability arising out of a default or nonperformance. If a contract is canceled by the State due to a Contractor's request for increase in prices or failure to perform, that Contractor will be disqualified from bidding for a period of 24 months. The Contractor may cancel a contract for cause with the giving of 30 days written notice of intent to cancel. Cause for the Contractor to cancel may include, but is not limited to the item(s) being discontinued and/or unavailable from the manufacturer.

16.0 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 MDOC and the substitutions are deemed to be in the best interest of the State.

17.0 APPLICATION

It is understood and agreed by the bidder that any contract entered into as a result of this Invitation for Bids is established for use by State agency 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 state Office of Purchasing, Travel and Fleet Management.

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 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.

18.0 ADDENDA

Addenda modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of two (2) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the two (2) day period prior to the bid opening, the bid date will be reset to a date not less than five (5) working days after the date of the addendum, giving bidders ample time to comply with the addendum. When replying to a bid

request on which an addendum has been issued, and the specifications require acknowledgement, the bid shall indicate that provisions of the addendum have been noted and that the bid is being offered in compliance therewith. Failure to make this statement may result in the bid being rejected as not being in accordance with the revised specifications or plans.

19.0 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.

20.0 SPECIFICATION CLARIFICATION

It shall be incumbent upon all bidders to understand the provisions of the specifications and to obtain clarification prior to the time and date set for the live auction or bid opening. Such clarification will be answered only in response to a written request submitted in the specified amount of time set by the MDOC. The MDOC reserves the right to specify a time frame in which clarification request shall be made.

21.0 PRE-QUALIFICATION PROCESS

- 21.1 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 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 for reverse auction items.
- 21.2 The Invitation for Bids/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 the RFQF will be due on the 8th working day after the last day of advertisement.
- 21.3 Responses to the 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 Auction.
- 21.4 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.
- 21.5 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.

- 21.6 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.

22.0 FIRM BID PRICE

Prices accepted from bidder submissions shall be firm for the term of the contract except that the State shall receive the benefit of any price decrease in excess of five (5) percent. The contractor must provide written price reduction information within ten (10) days of its effective date.

23.0 CONTRACT EXTENSION

- 23.1 Automatic contract renewals or extensions are not allowed. Contracts must be extended or renewed with the proper documents signed or approved by the MDOC.
- 23.2 The MDOC reserves the right to extend the term of a contract, when necessary, to continue a source of supply whenever new or replacement contracts are not completed prior to the expiration date. Such extensions are dependent upon the agreement of the Contractor and shall not exceed three (3) months.

24.0 SUSPENSION AND DEBARMENT

By submitting a bid, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in federal assistance programs.

25.0 ASSIGNMENT

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

26.0 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.

27.0 LIVE AUCTION

- 27.1 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 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 MDOC.
- 27.2 The Auction time may be extended at the discretion of MDOC. Examples of reasons to extend an auction include, but are not limited to, technical difficulties experienced by MDOC or bidder, the need to pause the Auction, or bids placed within the last few moments of bidding.
- 27.3 Communication with bidders participating electronically during the Auction may be done via the Live Chat Feature. MDOC has the ability to send messages to particular bidders or broadcast to all bidders. Bidders can ONLY communicate with MDOC, not other bidders.
- 27.4 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.

28.0 FORCE MAJEURE

If 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. 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 live auction or bid opening.

SECTION II

INSTRUCTIONS AND SPECIAL CONDITIONS

1.0 AUTHORITY

The Office of Purchasing, Travel, and Fleet Management (“OPTFM”) at the Mississippi Department of Finance and Administration (“DFA”) supervises the purchase, lease-purchase, lease, and rental of any commodities or equipment by Agencies under the purview of Public Procurement Review Board (“PPRB”).

1.1 PURPOSE

The Mississippi State Penitentiary of the Mississippi Department of Corrections (referred to as “MDOC”) is seeking to obtain **one (1) new digger derrick truck, one (1) bucket truck, one (1) Leeboy asphalt paver, and one (1) tandem roller** to purchase by using the Reverse Auction Process. The Request for Quotes Formal (RFQF) is the first step in the Reverse Auction Process. The purpose of the RFQF is to solicit quotes from interested parties meeting bid requirements and specifications, in order to determine the qualified vendors, which will participate in the Live Reverse Auction. There will be separate auctions for each piece of equipment.

It is the responsibility of the prospective bidder to review all information contained within this RFQF and accompanying attachments. Notifications must be sent to the Mississippi Department of Corrections if a vendor believes the information contained in this RFQF is devised in such a manner that would restrict competition. The Office of Procurement and Contracts may be reached at telephone number (601) 359-5600.

2.0 SCOPE OF SERVICE

This RFQF is for one (1) new digger derrick truck, one (1) bucket truck, one (1) leeboy asphalt paver, and one (1) tandem roller. This RFQF will solicit quotes to obtain qualifying quotes as listed on the Bid Form (**Attachment H**). 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 **60 days** of award. Failure to do so may result in cancellation of award. If cancellation of award occurs, a new award will be made to the next lowest bidder meeting required specifications.

3.0 GENERAL TERM OF CONTRACT

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 equipment in accordance with the specification listed in this RFQF.

3.1 DELIVERY

The awarded bidder shall begin delivery within 60 days of award with 48 hours required notice

prior to delivery to the following location:

Mississippi State Penitentiary

MS Highway 49 West

Parchman, MS 38738

Point(s) of Contact - 48 hour notice required prior to delivery.

Mr. Gerrard Poole (662) 588-4683 gpoole@mdoc.state.ms.us - Primary Contact

Mr. Barney Poole (601) 507-2338 barney.poole@mdoc.state.ms.us - Secondary Contact

4.0 PROCUREMENT TIMELINE

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

A. Request for Quote Issue Date:	March 24, 2025; 9:30 a.m.
B. First Publication:	March 24, 2025
C. Second Publication:	March 31, 2025
D. Deadline for Submission of Questions:	April 7, 2025; 9:00 am (CST)
E. Last Day Answers Posted to Website:	April 7, 2025; 5:00 pm (CST)
F. Bid Packet Submission Deadline:	April 10, 2025 12:00 noon (CST)
G. Evaluation:	April 11, 2025
H. Qualify Bids:	April 11, 2025
I. Email Qualified Bidders:	April 12, 2025
J. Reverse Auction Start Date:	April 23, 2025, 2:00 pm (CST)
K. Bid Evaluations:	April 28, 2025
L. Projected Award:	May 5, 2025

5.0 REFERENCES

As part of its bid, each bidder must furnish contact information of at least four current references. The reference information should include the contact person, address and phone number for each contract with their largest clients of similar size and scope of services, as specified in this RFQF. "Largest client" is determined by the revenue paid by the client to the bidder over the past two year period. Failure to list a qualifying client may result in rejection of prospective bidder's bid. MDOC will contact these clients as references to evaluate the quality of the bidder's past work and management capabilities. Reference information must be provided as part of the packet submitted for consideration.

References must report the vendor to be of good reputation in providing applicable services. Although MDOC requires the provision of a minimum of four (4) references, bidder may submit as many references as desired. References will be contacted in order listed until at minimum two references have been interviewed. Bidders are encouraged to submit additional references to ensure that at least two references are available for interview. It is the responsibility of the bidder to verify before submitting their bid that contact information is correct and current for each reference. MDOC will not seek to correct erroneous contact information or track down references. MDOC staff must be able to contact two (2) references for a bid to be found responsive. In addition, the bidder must have a minimum score of six (6) on the Reference Score Sheet in Attachments J and K from reference interviews by MDOC with two (2) references for a total minimum score of twelve (12).

6.0 BUSINESS LONGEVITY

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

7.0 APPROACH

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

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

8.0 REGISTRATION WITH MISSISSIPPI SECRETARY OF STATE

By submitting a bid, the bidder certifies it is registered to do business with the State of Mississippi through Secretary of State or, if not already registered, that it will do so within seven (7) business days of being notified by MDOC that it has been awarded the contract. Please complete the Secretary of State Acknowledgement form included in **Attachment M**.

9.0 PROCUREMENT METHODOLOGY

9.1 BIDDER RULES OF PROCUREMENT

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

9.2 PROCEDURES FOR ANSWERING QUESTIONS

- A. All questions or clarifications concerning this RFQF or the bid process must be submitted by 9:00 a.m., on April 7, 2025, to:

Procurement@mdoc.state.ms.us

- B. Questions and requests for clarification must be submitted via email during normal business hours by the deadline reflected in Section II, 4.0, Procurement Time Line. Questions received after this time will not be considered.

- C. All questions and answers shall be treated as amendments to the RFQF. See Section II, 9.4 below. Therefore, all questions received by MDOC in a timely manner will be answered and issued in the form of amendments to each vendor that received the RFQF. Additionally, the questions and answers will be published on the MDOC website (<https://www.mdoc.ms.gov/>) in a manner that all bidders will be able to view by the date and time reflected in Section II, 4.0, Procurement Time Line.

- D. It shall be incumbent upon all Bidders to understand the provisions of the scope of services and to obtain clarification by the time reflected in Section II, 4.0, Procurement Time Line. Bidders are responsible for following up to see that any correspondence or communications are properly received.

- E. MDOC will not be bound by any verbal information that is not contained within this RFQF or its Attachment(s) or Addendum(s) unless formally noticed and issued by:

Princess R. Hayes, Procurement Team Leader

Procurement@mdoc.state.ms.us

9.3 AMENDMENT OR WITHDRAWAL

No bids shall be modified after the specified time for the opening. If a bid is withdrawn after opening, the bidder will be removed from the list of eligibles for a period of six (6) months. A

bidder may withdraw a bid prior to the time set for the opening by simply making a request in writing to MDOC; no explanation is required. No partial withdrawals are permitted after the time and date set for the opening; only complete withdrawals are permitted. No late bids, modifications or withdrawals will be considered unless receipt would have been timely but for the action or inaction of MDOC personnel directly involved with the procurement activity.

9.4 AMENDMENTS TO THE RFQF

Amendments to the RFQF will be identified as such. Amendments will reference the portions of the RFQF that it amends. Amendments will be sent to all prospective bidders that received an RFQF. Each vendor shall acknowledge receipt of amendments by completing and signing the Acknowledgement of Amendments form included in **Attachment L** hereto. The Bid Coordinator of MDOC will post the Amendment by number on MDOC website <https://www.mdoc.ms.gov/> in a manner all bidders will be able to view. Respondents shall rely only on communication from the Bid Coordinator of MDOC in submitting bids and obtaining amendments. The MDOC's Office of Procurement and Contract shall not be bound by any oral communications; bidders who rely upon any oral communications regarding the bid do so at their own risk.

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

9.5 BID ACCEPTANCE PERIOD

The original bid form, cover sheet, certification to sign form, references and all acknowledgement forms, shall be signed and submitted in a sealed envelope or packet to the address noted in Section II 10.1 Procedure for Submitting Bids, no later than the time specified by the Procurement timeline. Timely submission of the bid forms is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or packet shall be marked with the bid opening date and time, and the number of the Request for Quote. The time and date of receipt shall be indicated on the envelope or packet by Administrative Services or Support Staff. Each page of the bid and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. MDOC reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As precondition to bid acceptance, MDOC may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price or delivery of service.

9.6 PREQUALIFICATION OF SUPPLIERS

Supplier should include specifications, literature, samples, etc. with their quotes. Upon completion of the quote evaluation, the Mississippi Department of Corrections will email the vendor or vendors who have submitted and meet all requirements outlined in the RFQF to participate in the Reverse Auction process.

9.7 BID EVALUATION

Contracts and purchases will be made or entered into with the lowest, responsible and responsive bidder meeting specifications. Factors to be considered in determining the lowest, responsible bidder include:

- Price
- Conformity
- Responsibility of Bidder
- Bidder's ability to deliver as per specifications
- Reference response
- Qualified to contract with the State of Mississippi

9.8 AWARD NOTICE

Suppliers should be advised no award will automatically result from a reverse auction. MDOC will review the results of the auction and make a determination. After the Mississippi Department of Corrections makes the award, official notification will be sent to all participating vendors. This information will be released in written form via email and/or letter. The Mississippi Department of Corrections will not respond to telephone calls requesting the information. Actions taken by a bidder before the receipt of the official notification will be at the bidder's own risk, and the Mississippi Department of Corrections will not be responsible for such actions. If the purchase is for an amount greater than \$50,000, such award shall be subject to approval of the purchase by the Office of Purchasing, Travel and Fleet Management (OPTFM).

9.9 RIGHT TO PROTEST

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Chief Procurement Officer or the Commissioner of the Mississippi Department of Corrections. The protest shall be submitted in writing within seven (7) days after notification is received. The written protest letter shall contain an explanation of the basis of the protest. A protest is considered submitted when received by the Chief Procurement Officer or Commissioner of the Mississippi Department of Corrections. To expedite handling the protest, the envelope should be labeled "Protest". Protest filed after normal business hours on the seventh day will not be considered.

9.10 OPENING PROCEDURES

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

9.11 BID OWNERSHIP

All bids become MDOC property. Bids will be made available for inspection only after award of contract. For this reason, proprietary material should be clearly labeled as such. The classification of an entire Bid as proprietary or trade secret is not acceptable and may result in rejection of the Bid. Request to review proprietary information will be handled in accordance with state law and applicable procedures. All disclosures of Bid information to interested

parties will be made in compliance with MDOC policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 26-61-1 et seq., of the Mississippi Code and exceptions found in Section 25-61-9 and 79-23-1.

9.12 PARTIAL BIDS PROHIBITED

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

9.13 EXCEPTIONS AND DEVIATIONS

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the Bid form and shall fully describe said exception. Failure to indicate any exception will be interpreted as the proposer's intent to comply fully with the requirements as written. Conditional or qualified bidders, unless specifically allowed, shall be subject to rejection in whole or in part.

9.14 CONFLICT OF INTEREST

All bids must be accompanied by a statement disclosing (1) any involvement, financial or otherwise, that an employee, officer, or agent of MDOC may have in the proposing organization, and (2) any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization. Disclosure statement form included in **Attachment N**.

9.15 OFFICE CLOSURE STATEMENT

If the agency is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be opened on the next business day that the agency shall be open and at the previously advertised time. The new date and time of the Bid opening, as determined in accordance with this paragraph, shall not be advertised, and all bidders, upon submission of a Bid, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the agency until the new date and time of the Bid opening as set forth herein. **The agency shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the agency as a result of a Force Majeure Event.** Each proposer shall be required to ensure the delivery and receipt of its Bid by the agency prior to the new date and time of the Bid opening.

10.0 SUBMISSISON PROCEDURES

10.1 PROCEDURES FOR SUBMITTING BID

- A. Bids must be written and formatted based on the forms furnished by MDOC, or they may not be considered. Letters will not be considered a part of your Bid.

Facsimile transmissions will not be accepted. Failure to submit a bid on the Bid Form in the manner specified will be considered cause for rejection of Bid.

- B.** Bids should be typed and single-sided; not handwritten. Failure to submit a bid on the Bid Form in the manner specified will be considered cause for rejection of Bid. The Bid shall be signed by a company official with authorization to bind contractor to its provisions and submitted in a sealed envelope or package labeled BID PACKET to 301 North Lamar Street, Jackson, MS 39201 no later than April 10, 2025, at 12:00 p.m.
- C.** Unless submitted in the Mississippi Accountability System Government Information and Collaboration (MAGIC) system, a packet must be delivered by the time indicated for submission in Section II, 4.0 of the Procurement Time Line. It must be labeled as noted in (E.) below. If submitted in MAGIC documents must be signed and scanned in as an attachment.
- D.** MDOC reserves the right to decide, on a case-by-case basis, whether to reject with exceptions, modifications or additions outside the parameters set by this RFQF, including specifications, as nonresponsive.
- E.** Sealed bids should be hand delivered (strongly encouraged) or mailed and labeled As follows:

Mississippi Department of Corrections
Office of Procurement and Contracts
Attention: Princess R. Hayes, Bid Coordinator
RFQF # **3140004172**
301 North Lamar Street
Jackson, MS 39201
SEALED BID – DO NOT OPEN

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

10.2 SUBMISSION FORMAT

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

- A.** Attachment A - Specification for New Digger Derrick Truck(Compliance)

- B. Attachment B – Specification for Bucket Truck (Compliance)**
- C. Attachment C – Specification for LeeBoy Asphalt Paver (Compliance)**
- D. Attachment D – Specification for Tandem Roller (HD 10 C VV) (Compliance)**
- E. Attachment E - EEV Certification and Agreement**
- F. Attachment F - Bid Cover Sheet**
- G. Attachment G - Certification to sign on behalf of the company**
- H. Attachment H - Bid Form – Digger Derrick Truck, Bucket Truck, LeeBoy Asphalt Paver, and Tandem Roller (HD 10 C VV)**
- I. Attachment I – References**
- J. Attachment J – Reference Score Sheet # 1**
- K. Attachment K – Reference Score Sheet # 2**
- L. Attachment L – Acknowledgement of Amendments or modifications**
- M. Attachment M – Secretary of State Acknowledgement**
- N. Attachment N – Conflict of Interest Disclosure Statement**
- O. Attachment O – Live Reverse Auction Participation**

11.0 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.

12.0 REVERSE AUCTION

All qualified bidders are required to participate in the reverse auction process. Bidders must ensure technical requirements are met.

Acceptable Internet Browser(s)

- Microsoft Internet Explorer (IE) version 11
- Firefox versions 51 or lower

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

Unsupported Internet Browser(s)

- Microsoft Internet Explorer (IE) version 10 or below
- Microsoft Edge
- Google Chrome
- Safari
- Firefox version 52 and above

Note: Pop-up blocker must be turned off

Java

- Reverse Auction requires Java version 6.30 or higher. Java can be downloaded from following Web site.
<https://www.java.com/en/download/>

Login Procedure

Vendors must be registered in MAGIC in order to receive a User ID and password to log in. Vendors who are new to MAGIC may visit the Vendor Information page on DFA’s website, or register online, Vendor Registration.

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

Section III

How to Create an RFx Response



Create an RFx Response

Work Instruction

Transaction Code(s):

Purpose

Use this procedure to submit an RFx Response.

Trigger

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

Menu Path

N/A

Transaction Code

Helpful Hints

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

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



Procedure

1. Start the transaction.

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

Procedure

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

RFx and Auctions

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



2. Click RFx and Auctions Icon. .

Active Queries

Active Queries

eRFxs [All \(23\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(1\)](#)
 Without Category Assignment [New Query \(2\)](#)

eRFxs - All

[Hide Quick Criteria Maintenance](#)

RFx Number: To

RFx Status:

My Responses From:

Smart Number:

Agency: To

Commodity: To

Buyer: To

View:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3180000286	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	8000000038	Submitted		
3180000282	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3180000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3100000283	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3180000282	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3100000281	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

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

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

Active Queries

The screenshot shows the 'Active Queries' interface. At the top, there are filters for 'eRFAs' (All (23), Published (1), Ended (0), Completed (1)) and 'Without Category Assignment' (New Query (0)). Below this, the 'eRFAs - All' section has a 'Hide Quick Criteria Maintenance' dropdown. The search criteria section includes fields for RFx Number (set to 3160000291), RFx Status, My Responses From, Smart Number, Agency, Commodity, and Buyer, each with a 'To' field and a search icon. There are 'Apply' and 'Clear' buttons. Below the search criteria are buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. The main table displays the following data:

Event Number	RFx Number	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Ver
3160000298	1130-14-R-IPBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	3000000038	Submitted		
3160000292	1130-14-R-IPBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3160000291	1130-14-R-IPBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3160000283	1130-14-R-IPBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3160000282	3374-14-R-IPBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3160000281	3374-14-R-IPBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

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

Active Queries

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

eRFAs - 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
3180000290	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	000000030	Submitted	
3180000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1
3180000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1
3180000293	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created	
3180000292	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1
3180000291	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1

Active Queries

Active Queries

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

eRFAs - 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
3180000290	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	000000030	Submitted		
3180000292	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
3180000291	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
3180000293	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
3180000292	3374-14-R-IFBD-00058	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
3180000291	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

- Click Hide Quick Criteria Maintenance

Active Queries

The screenshot shows the 'Active Queries' window. At the top, it displays filters: 'All (1)', 'Published (1)', 'Ended (0)', and 'Completed (1)'. Below this, there is a 'Without Category Assignment' filter and a 'New Query (0)' link. The main area is titled 'eRFqs - All' and contains a 'Show Quick Criteria Maintenance' link. A toolbar includes buttons for 'View: [Standard View]', 'Create Response', 'Display Event', 'Display Response', 'Print Preview', 'Refresh', and 'Export'. Below the toolbar is a table with the following data:

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

[3160000291](#)

6. Click [3160000291](#) .

Display RFX 3160000291

Display RFX : 3160000291 Help

RFX Number 3160000291 Smart Number 1130-14-R-IFBD-00100 RFX Status Published RFX Start Date 01/23/2014 10:30:00 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 Bidding 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

Create RFX Response [Help](#)

RFX Response Number 000000038 RFX Number 3100000284 Status In Process Submission Deadline 12/31/2014 13:30:00 CST Opening Date 01/19/2015 00:00:00 CST
 Remaining Time 338 Days 02:51:55 RFX Owner Mr. Sims Haman Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

1 Attribute Does the vendor accept the required contractual to be mandatory, maintain attribute value
 2 Attribute How long has your company been in business (Specify in mandatory, maintain attribute value)

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

Event Parameters

 Validity Period: -
 Currency:
 Target Value of RFX Response: USD

Pricing Arrangement

 Service and Delivery
 Pricing Arrangement:
 Calling Amount:
Status and Statistics
 Created On:
 Created By:
 Last Processed On:
 Last Processed By:

Partners and Delivery Information

Function	Number	Name	Phone Number
Location		US DEPT FINANCE & ADMINISTRATION	

9. Click Questions **Questions** to view the required buyer questions.

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

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

11. Click Yes **Yes**.

Create RFX Response

Create RFX Response Help

RFX Response Number 0000000028 RFX Number 3100000291 Status In Process Submission Deadline 12/31/2014 13:30:00 CST Opening Date 01/13/2015 00:00:00 CST
Remaining Time 338 Days 02:51:55 RFX Owner Mr. Sima Harman Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

Attribute Does the vendor accept the required contractual terms and conditions: *
Attribute How long has your company been in business (Specify in years): *

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"/> yrs	<input type="text"/>
Does the vendor accept the required contractual terms and conditions: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

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

13. Click Items . [Items](#)

Create RFX Response

Create RFX Response

RFX Response Number 000000038 RFX Number 310000291 Status In Process Submission Deadline 12/31/2014 13:30:00 CST Opening Date 01/13/2015 00:00:00 CST Remaining Tr
Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

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

[RFX Information](#) [Items](#) [Notes and Attachments](#) [Conditions](#) [Summary](#) [Tracking](#)

▼ Item Overview

[Details](#) [Add New...](#) [Copy](#) [Paste](#) [Delete](#) [Calculate Value](#)

Item Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Val.
1	abrasive		Material		22013	Abrasives Cloth/Fiber	2	2	EA	0.00	USD	1	0.

14. Click Details button [Details](#).

Create RFX Response

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

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

Create RFX Response

Details for Item abrasive

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

Basic Data

Identification

Item Type: Currency:

Product Category: Abrasives Cloth fiber Required Quantity: EA each

Product ID: Submitted Quantity: EA each

Description: Price: USD Per: EA

Item Variant Description: Delivery Days:

Supplier Product Number: Not to Exceed Price:

Manufacturer Part Number: Not Separately Priced:

Period of Performance: - Status and Statistics

External Manufacturer: Guaranteed Minimum Amount:

Net value:

Acceptance at Origin:

Acceptance at Origin in RFX:

Partners and Delivery Information

Details Add Send E-Mail Call Clear

Function	Number	Name	Phone Number
Requester		Gina Harman	434-879-9122

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

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

Create RFx Response

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Variant		0014	Abrasive Cloth/Bar	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/Supplier's Text	-Empty-
Bidder's Remarks	-Empty-
Purchaser's Remarks	-Empty-
Justification	-Empty-

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Profile

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

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

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

Add Bidder's Remarks

Add Bidder's Remarks

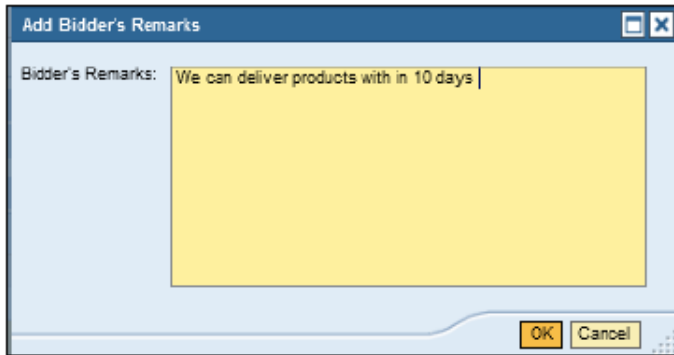
Bidder's Remarks:

OK Cancel

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

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

Add Bidder's Remarks



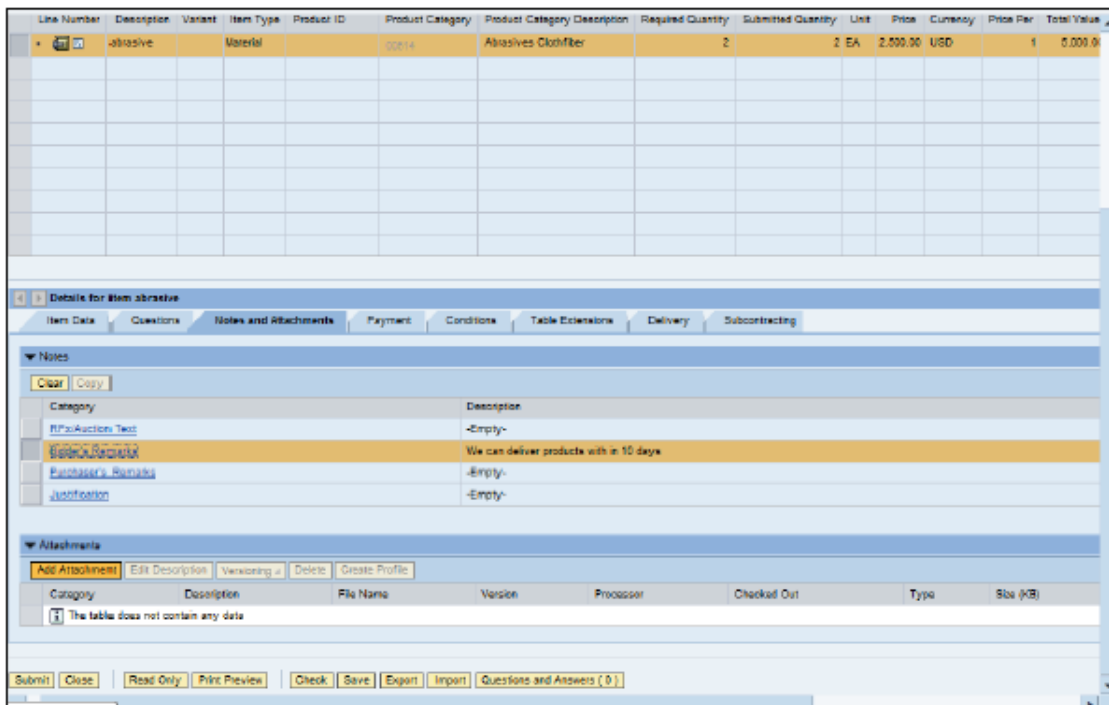
Add Bidder's Remarks

Bidder's Remarks: We can deliver products with in 10 days

OK Cancel

19. Click OK **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		00014	Abrasives Cloth/Flbr	2		EA	2,000.00	USD	1	0,000.00

Details for Item abrasive

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

Notes

Clear Copy

Category	Description
RFx Auction Text	-Empty-
Bidder's Remarks	We can deliver products with in 10 days
Buyer's Remarks	-Empty-
Justification	-Empty-

Attachments

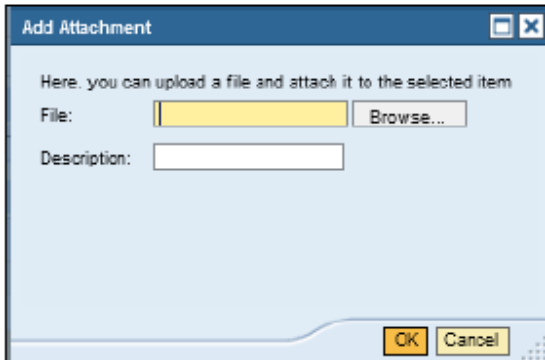
Add Attachment Edit Descriptions Viewing a Delete Create Profile

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)

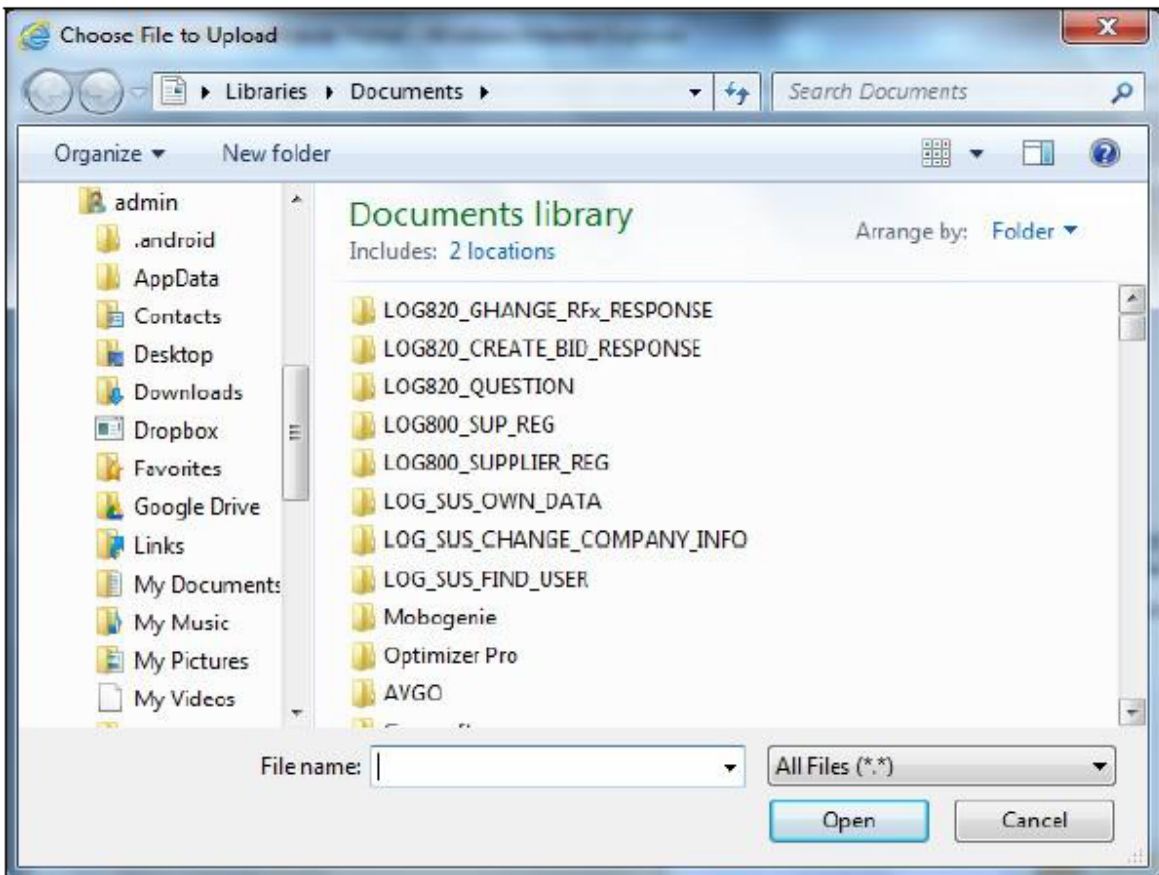
20. Click Add Attachment **Add Attachment**.

Add Attachment



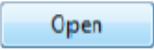
21. Click [Browse...](#) .

Choose File to Upload

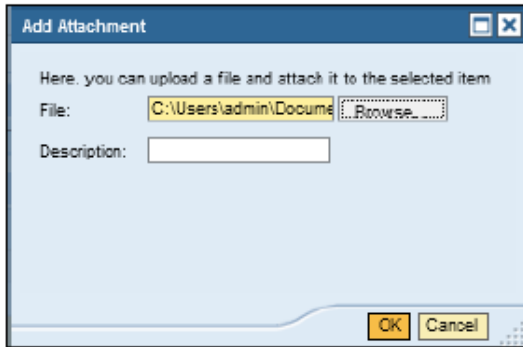


22. Click [Page down](#) .

23. Click [Book2.xlsx](#)


24. Click Open  .

Add Attachment



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

Field R/O/C Description		
Description:	Required	Example: Product List

26. Click OK  .

Create RFX Response

Line Number	Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Total Value
1	abrasive		Universal		00014	Abrasive Cloth/Bar	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/Action Text	-Empty-
Bidder's Remarks	We can deliver products with in 10 days
Purchaser's Remarks	-Empty-
Justification	-Empty-

Attachments

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

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

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

27. Click Check **Check**.

28. Click Submit **Submit**.

End of simulation.

Display RFX Response 600000038

RFX Response Number 600000038 RFX Number 3150000291 Status Submitted Submission Deadline 12/31/2014 13:30:00 CST Opening Date 01/10/2015 00:00:00 CST Remaining Time
 Target Value 0.00 USD RFX Response Version Number Active Version RFX Version Number 1

RFX response 600000038 submitted

▼ Item Overview

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	00014		Abrasive Cloth/fiber	2	2	EA	2,500.00	USD	1	5,000

▼ Notes

29. End of simulation.

Result

You have successfully submitted an RFX response to the State of Mississippi.

Section IV **Special Instructions**

The following section provides a DFA MAGIC Reverse Auction Bidder's Training Guide. It includes detailed instructions on how to access the reverse auction event, including how to gain access to the system utilized and what technical requirements may be involved. However, no supplier may be prohibited from participating in person by paper through surrogate bidding.

MAGIC Reverse Auction Bidders Training Guide



The MAGIC Reverse Auction Bidders Training Guide provides instructions for vendors to participate in Reverse Auctions. Vendors have the ability to submit bids electronically and view real time bid ranking. The identity of participating bidders will not be displayed to other bidders throughout the online auction process. However, bidders will be able to see the current best bid.

Contents

Technical Requirements

Login Procedure

View Available Reverse Auctions

Search for Auction(s)

Display Auction Details

Display Line Items

Display Notes and Attachments

Participating in a Live Auction

Live Auction Cockpit

Chat and System Messages



Pausing and/or Resuming an Auction

MAGIC Reverse Auction Bidders Guide






Technical Requirements

Bidders are responsible for ensuring technical requirements are

met. Acceptable Internet Browser(s)

-  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/iri/portal>. Enter User ID and Password. The password is case sensitive.



MAGIC Reverse Auction Bidders Guide

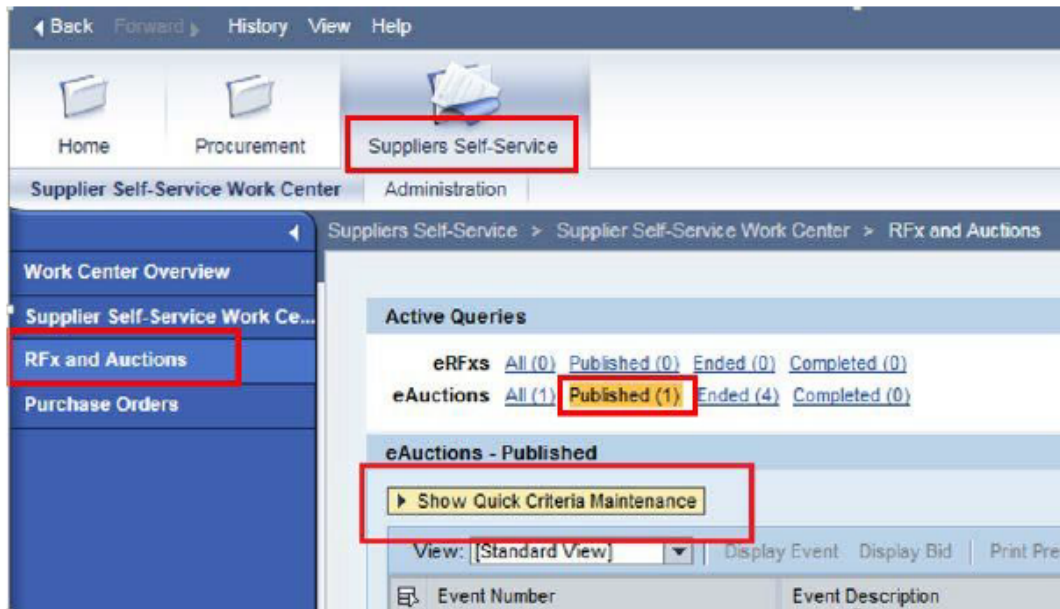
View Available Reverse Auctions

Search for Auction(s)

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

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

Note: If the search fields are not visible, click the [Show Quick Criteria Maintenance](#) button to expand the search criteria.



MAGIC Reverse Auction Bidders Guide

- 5.) Enter the search criteria. To find all available bid opportunities, skip to step (f).
 - A. Select **All** or **Published** to search for available Events (eAuctions).
 - B. Enter the appropriate *Quick Criteria Maintenance* fields: **Event Number** (Auction number) or complete any optional relevant search criteria.
 - C. Click on **Apply** to view all Auctions based on your search criteria.
 - D. To generate an updated search using the same selection criteria, click **Refresh** or skip to step (7).
- 6.) Click **Apply** to find available bid opportunities.
- 7.) In the results list, click on the **Event Number** to open the Auction details in a separate window. (Pop-up blocker must be turned off.)



Active Queries

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

eAuctions - All

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

Event Number: 330000092 To

Event Status:

Creation Date: To

Deadline Date Flag:

Status:

My RFx Responses From:

Search Number:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Bid Number	Bid Status
330000092	1130-1B-R-RAEX-00002	English Auction	Active	10/20/2017	10/27/2017		No Bid Created

MAGIC Reverse Auction Bidders Guide

Display Auction Details

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

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

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



Display Auction: 330000092

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time Number: 330000092 Name: 1130-18-R-RAEX-00002 Owner: First Last Status: Active Currency: USD
 Start Date: 20.10.2017 13:58:45 CST End Date: 27.10.2017 01:00:00 CST

Auction Information Items Notes and Attachments

Auction Parameters Notes and Attachments

Identification

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

Dates

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

Event Parameters

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

Automatic Extensions:

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

Status and Statistics

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

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

MAGIC Reverse Auction Bidders Guide

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

Display Line Items

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

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

Display Auction: 330000092

Print Preview | Close | Live Auction

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

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

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

Item Overview

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 330000092 | Name 1130-18-R-RAEX-00002 | Type English Auction | Status Active | Number of Bidders 11

Print | Bid Overview | Details | Notes and Attachments | Bidder View | Tracking

Bid Overview

Line Number	Item Type	Product ID	Description	Lot	Product Category	Quantity	Unit	Start Price	Reference Price	Reserve Price	Price Left	Bid Decrement
1	Material		ACTORS	1		1000	EA	0.00	0.00	0.00	0.00	1
1.1	Material		Small		10004	400	EA			0.00		1
1.2	Material		Medium		10004	300	EA			0.00		1
1.3	Material		Large		10004	300	EA			0.00		1
2	Material		UNIFORM	2		1000	EA	0.00	0.00	0.00	0.00	1
2.1	Material		Small		10004	400	EA			0.00		1
2.2	Material		Medium		10004	300	EA			0.00		1
2.3	Material		Large		10004	300	EA			0.00		1
3	Material		HATS	3		1000	EA	0.00	0.00	0.00	0.00	1
3.1	Material		Small		10004	400	EA			0.00		1
3.2	Material		Medium		10004	300	EA			0.00		1
3.3	Material		Large		10004	300	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: 3300000092

Print Preview | Close | Live Auction

3 Days 11:41:05 Remaining Time | Number 3300001092 | 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 Percent	Bid decrement amount if percentage option is selected.
	Bid Decrement	Bid decrement amount if dollar amount option is selected.



MAGIC Reverse Auction Bidders Guide

Display Notes and Attachments

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

Display Auction: 330000092

Print Preview Close **Live Auction**

3 Days 11:31:45 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**

▼ Notes

Add

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	1881	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.

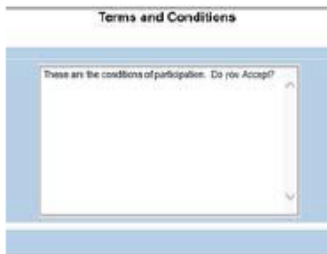
Display Auction: 330000092

Print Preview Close **Live Auction**

3 Days 11:25:52 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

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-RFQ1-0030 Requester: 1130_SRI18051
Number: 330000163 Currency: USD Start Date: 08/23/2017 10:38:39 AM CDT
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding End Date: 08/23/2017 10:58:09 AM CDT
Description: Time Remaining: 00:00:06 (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	Pack	1	29.00	-	-	-	-	22.00	22.00	
4	Books	400	Drum	1	34.00	-	-	-	-	28.00	28.00	

Total Value of M:

Details

History

Charts

Calculation

Item: 1

Description: Pencils

Quantity: 100

Unit: each

Price Unit: 1

Currency: USD

Start Price: 19.00

Decrement: 0.00

Revised Level:

Supplier Text:

MAGIC Reverse Auction Bidders Guide

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

Submitting a Bid Response

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

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



Live Auction Cockpit												
Name: 1130-18-R-RFP-00025				Requester: 1130_SRMIBOS1				SAP				
Number: 3300000120 Currency: USD				Start Date: 10/16/2017 10:08:00 AM CDT								
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding				End Date: 10/19/2017 9:59:00 AM CDT								
Description:				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	1,800.00	10.00	1	660.00	6,600.00	660.00	650.00		
2	Test Material 02	12 each	1	1,900.00	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: 45,016.00		Total Bid Value:		Submit

MAGIC Reverse Auction Bidders Guide

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

Live Auction Cockpit												
Name: 1130-18-R-RFP-00025				Requester: 1130_SRMIBOS1				SAP				
Number: 3300000120 Currency: USD				Start Date: 10/16/2017 10:08:00 AM CDT								
Rule Profile: Reverse auction with broken lot, full quantity, anonymous bidding				End Date: 10/19/2017 9:59:00 AM CDT								
Description:				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	1,800.00	10.00	1	660.00	6,600.00	660.00	650.00		
2	Test Material 02	12 each	1	1,900.00	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: 45,016.00		Total Bid Value:		Submit

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



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

Chat and System Messages

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

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





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:

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

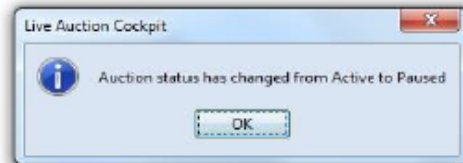
Chat and System Messages Participating Bidders: 5 Purchaser Status: Offline Display Time Stamp All Messages

lease send me... Send

MAGIC Reverse Auction Bidders Guide

Pausing and/or Resuming an Auction

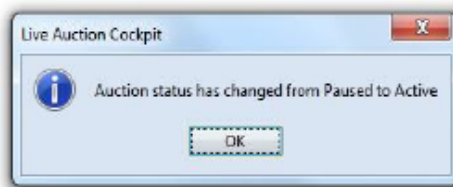
If necessary, the agency buyer can pause the Live Auction bidding. In such cases, the auction status will be changed from "Active" to "Paused". A system alert will appear on the screen.



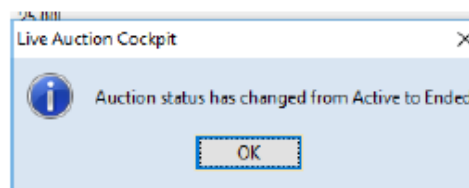
The countdown clock will not stop running while the auction is paused. The time remaining and end date / time are not affected or extended automatically.



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



Once the auction has ended, a notification will display.



Section V
Bid Package

New Digger Derrick Truck, Bucket Truck, Leeboy Asphalt Paver, and Tandem Roller

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

Attachment A

New Digger Derrick Truck

Please review each item and indicate whether your offered product complies with the Specifications as listed. Please respond “Yes” or “No” to indicate compliance to the specifications for each listed criterion. If it does not comply with the listed specification, please explain the variance in the blank provided or on an additional sheet.

Part numbers are provided for reference only. Comparable systems and equipment may be submitted for consideration.

Vendors may refer to the [Procurement Manual](#) for any information regarding protests.

Please list appropriate information where requested.

DIGGER DERRICK SPECIFICATIONS			
Digger Derrick Chassis	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Condition: New			
Diesel Engine			
Transmission: Automatic			
Brakes: Air			
Service Body Type			
Color: White or any other approved color			
Digger Derrick Body	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)

<p>142-inch Universal Bobtail Service Line Body, suitable for installation on any 4x2 chassis with an approximate CA dimension of 120 inches, built in accordance with the following specifications:</p> <ol style="list-style-type: none"> 1. Basic body fabricated from A40 grade 100% zinc alloy steel. 2. All doors are full, double-paneled, and self-sealed with built-in drainage for maximum weather tightness. Stainless steel hinge rods extend the full length of door. 3. All doors must contain stainless steel flush type, single point, two-stage rotary paddle latches with recessed handles, keyed locks, and strikers. door latches are bolted to the outer door panel. 4. Heavy gauge welded steel frame construction with smooth floor with lattice understructure. 5. Possible contact edges are folded for safety. 6. Integrated door header drip rail at top for maximum weather protection. 7. Fender panels are either roll formed or have neoprene fenderettes mechanically fastened. 8. Steel treated for improved primer bond and rust resistance. 9. Automotive underseal applied to entire underside of body. 10. Primer applied to the complete interior and exterior of body. 11. Automotive type non-porous door seals fastened to the door facing. 12. 142-inch overall body length. 13. 94-inch overall body width. 14. 46-inch overall body height. 15. 18-inch body compartment depth. 16. Finish: Paint body White at body manufacturer. 17. 2-inch x 6-inch drop-in wooden cargo retaining board at rear of body. 18. 2-inch x 6-inch drop-in wooden cargo retaining board at top of side access step. 19. Gas shock-type rigid door holders for vertical doors. 20. Standard master body locking system. 21. One (1) wheel chock holder installed in fender panel on each side of body. 22. Hotstick shelf extending full length of body on streetside. 23. Two (2) hotstick brackets installed on the streetside. 24. Standard size bottom-hinged hotstick door installed on streetside. 25. 1st vertical streetside (LH) - Three (3) adjustable shelves with removable dividers on 4-inch centers. 26. 2nd vertical streetside (LH) -Six (6) locking swivel hooks on adjustable rails. 1-4-1 configuration. 			
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<p>27. 3rd vertical streetside (LH) - Six (6) locking swivel hooks on adjustable rails. 1-4-1 configuration.</p> <p>28. 1st horizontal streetside (LH) - One (1) adjustable shelf with slots, no dividers provided.</p> <p>29. 1st vertical curbside (RH) - Six (6) locking swivel hooks on adjustable rails. 1-4-1 configuration.</p> <p>30. 2nd vertical curbside (RH) - Gripstrut access steps with two (2) sloped grab handles.</p> <p>31. 3rd vertical curbside (RH) - Six (6) locking swivel hooks on adjustable rails. 2-2-2 configuration.</p> <p>32. 1st horizontal curbside (RH) - Two (2) adjustable shelves with removable dividers on 8-inch centers.</p> <p>33. Compartment top access step installed on curbside.</p> <p>34. 34-inch-long x 94-inch wide steel tailshelf, with 3-inch high retainer rail around sides and rear, installed at rear of body.</p> <p>35. Four (4) recessed D-rings installed in body floor, one (1) at each corner.</p>			
Underride Protection Bumper Installed at Rear			
T-125 Style Pintle Hitch (30,000 LB MGTW with 6,000 LB MVL)			
Set Of Eye Bolts for Trailer Safety Chain, installed on each side of towing device mount.			
Glad Hands at Rear, Straight Type			
Rigid Step Mounted Beneath Side Access Steps (Installed to Extend Approx. 2" Outward)			
Riding Seat Access Step (For Derricks)			
Compartment Top Access Step from Body Floor			
Lower Boom Rest Weldment			
Mounting Brackets for Lights, Located on Lower Boom Rest			
Wood Outrigger Pad, 24 x 24 x 2.5 Inch, With Rope Handle			
Outrigger Pad Holder, 25" L x 25" W x 5" H, Fits 24.5" x 24.5" x 4" And Smaller Pads, Bolt-On, Bottom Washout Holes, 3/4" Lip Retainer			
Pendulum Retainers for Outrigger Pad Holders			
Mud Flaps			
Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair)			
Dock Bumpers (Pair), Fixed Mounting (Rectangular Bumper), Installed at Rear Frame Rails So They Are the Furthest Point Back			
No Grab Handles Required			

Slope Indicator Assembly (Pair) For Machine with Outriggers			
Secondary Boom Saddle for Offset Stowing Of Derrick Due To Pole Rack			
Pole Rack, Two Pole Capacity with Semi-Ratchet Tie Binders, Ratchet Cap and Cheater Bar (Behind the Cab Mount)			
Triangular Reflector and Flare Kit [Contains 3 Reflectors And 3 Flares/Fuses (20 Minutes Each)]			
5 LB Fire Extinguisher with Light Duty Bracket, Installed (In Cab or Inside Compartment Only)			
Vinyl manual pouch for storage of all operator and parts manuals			
Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)			
Standard Amber LED Strobe Light with Brush Guard Mounted (1) one each side of boom stow			
Dual Tone Back-Up with Outrigger Motion Alarm			
Standard Multi-Point Grounding System			
Copper U Shaped Grounding Lug (Threaded) 2 Sales Text: Install (1) one curbside front and (1) curbside tail shelf			
7-Way Trailer Receptacle (Pin Type) Installed at Rear			
Relocate Trailer Receptacle Supplied with Chassis			
Electric Trailer Brake Controller			
Modular Panel System (AMPS) - Includes Mounting Panel and Accessory Switches			
Pre-Wire Power Distribution Module is a compact self-contained electronic system that provides a standardized interface with the chassis electrical system.			
Powder Coat Unit White			
Finish Paint Body Accessories Above Body Floor White			
Additional Black Undercoating			
Digger Derrick Body (Continued)	Meet Specifications? (Check appropriate box below)		
Standard; Components mounted below frame rail shall be coated black. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, Drings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to underside of body shall be coated black. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	YES	NO	LIST VARIANCE (If any)
Non-skid coating to Curbside Compartment Top for use as a Non-Walking Surface			
Non-skid coating to Streetside Compartment Top for use as a Non-Walking Surface			

Non-skid coating to all walking surfaces			
Additional Undercoating from behind chassis cab to rear of the truck.			
Vehicle Height Placard - Installed in Cab			
Digger Derrick Unit	Meet Specifications? (Check appropriate box below)		
Foot Hydraulic Derrick, Rear mount, designed for mounting over rear axle	YES	NO	LIST VARIANCE (If any)
Rear mount pedestal			
Rear Mount - Traditional Control Seat, installed on curb side of turntable, includes single control station			
Foot throttle			
Turntable Mounted Winch with 15,000 lbs. bare drum capacity.			
Digger, Two-Speed Mechanical Shift, 12,000 ft-lbs. Includes a rapid reversing shake feature for quick and convenient cleaning of dirt from the auger and all of the components necessary to operate digger, installed			
Digger Storage: located on the Street Side with Nylon auger wind-up strap (NOTE: for behind the cab mount derricks, the digger will be located on the curbside)			
Derrick is Rated for Platform Use: Unit is designed and tested for combined use as a digger derrick and personnel handler per ANSI standards.			
Single handle, multi-function T-style Joystick Controller - A Single three-axis, three-function T-style joystick controls boom raise/lower, rotation, and intermediate boom extend/retract. Individual levers located on the same control panel to the left of the joystick operate pole guides and to the right of the joystick operates upper boom extend/retract.			
Outriggers, A-frame, folding shoe, 153 maximum spread, for use as auxiliary or primary outriggers			
Digger Derrick Unit (Continued)	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Powder coat unit.			
Dirt Auger, 18" DIA, With 2-1/2" Hex X 104" L (Pro-Dig)			
Winch Rope for Turntable Winch			
Load Line Swivel Hook, 8-1/2 Ton			
Standard Spacer between Subbase and frame for hose routing and ease of maintenance.			
Subbase Storage with Drop Down Door (Paddle Latch) At Rear Notched for Tool Storage			

Reservoir, 60 Gallon,			
HVI-22 Hydraulic Oil (Standard). 65			
Standard Pump for PTO			
Hot shift PTO for automatic transmission			
Muncie PTO			
Standard PTO/Transmission Functionality for Automatic Transmissions -If chassis is in gear, and PTO switch is activated, PTO will not engage. Chassis will remain in gear. Once the chassis is shifted back into gear the PTO will disengage. For some truck configurations the PTO switch must be turned off to allow the transmission to shift into gear.			
Spring Loaded Hose Reel, 50 FT Hose Capacity			
50' Non-Conductive Hose Kit, Orange, Includes Quick Disconnects and Dust Caps (Male Pressure, Female Return)			

Attachment B

Bucket Truck

Please review each item and indicate whether your offered product complies with the Specifications as listed. Please respond “Yes” or “No” to indicate compliance to the specifications for each listed criterion. If it does not comply with the listed specification, please explain the variance in the blank provided or on an additional sheet.

Part numbers are provided for reference only. Comparable systems and equipment may be submitted for consideration.

Please list appropriate information where requested.

BUCKET TRUCK SPECIFICATIONS			
Bucket Truck Chassis	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
2019 Model Year Freightliner M2-106 4x2 (or equivalent)			
Chassis Cab Regular Cab			
Chassis Color - White			
Chassis Wheelbase Length - 189			
GVWR 33,000 LBS			
13,000 LBS Front GAWR			
21,000 LBS Rear GAWR			
250 HP Engine Rating			
Allison 3500 RDS Automatic Transmission (Left and Right Side PTO Openings Only)			
50 Gallon Fuel Tank			
6 Gallon DEF Tank			
No Idle Engine Shut-Down Required			
Air Brakes			
Park Brake In Rear Wheels			
2 Chassis Batteries			
Vinyl Split Bench Seat			
Bucket Truck Body	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
170 inch Large Universal Aerial Body with outrigger housings,			

<p>suitable for installing on 1 any 4x2 chassis with an approximate CA dimension of 120 inches, built in accordance with the following specifications:</p> <p>A. Basic body fabricated from A40 grade 100% zinc alloy steel.</p> <p>B. All doors are full, double paneled, self-sealed with built-in drainage for maximum weather-tightness. Stainless steel hinge rods extend full length of door.</p> <p>C. All doors are to contain stainless steel flush type, single point, two-stage rotary paddle latches with recessed handles, including keyed locks and strikers. Door latches are bolted to the outer door panel.</p> <p>D. Heavy-gauge welded steel frame construction with structural channel crossmembers and tread plate floor.</p> <p>E. Possible contact edges are folded for safety.</p> <p>F. Integrated door header drip rail at top for maximum weather protection.</p> <p>G. Fender panels are either roll formed or have neoprene fenderettes mechanically fastened.</p> <p>H. Steel treated for improved primer bond and rust resistance.</p> <p>I. Automotive undercoating applied to entire underside of body.</p> <p>J. Primer applied to complete interior and exterior of body.</p> <p>K. Automotive type non-porous door seals fastened to the door facing.</p> <p>L. 170 inch overall body length.</p> <p>M. 94 inch overall body width.</p> <p>N. 46 inch overall body height.</p> <p>O. 18 inch body compartment depth.</p> <p>P. Finish paint body Altec White at body manufacturer.</p> <p>Q. 2 inch x 6 inch drop-in wood cargo retaining board at rear of body. R. 2 inch x 6 inch drop-in wood cargo retaining board at top of side access step.</p> <p>S. Gas shock type rigid door holders for vertical doors.</p> <p>T. Standard master body locking system.</p> <p>U. One (1) wheel chock holder installed in fender panel on each side of body.</p> <p>V. Hotstick shelf extending from rear of first vertical to rear of body on streetside.</p> <p>W. Two (2) hotstick brackets installed on street side.</p> <p>X. Large side-hinged hinged hotstick door for multiple shelves on the streetside</p> <p>Y. 1st vertical street side (LH) - Three (3) adjustable shelves with removable dividers on 4-inch centers.</p> <p>Z. 2nd vertical street side (LH) - Six (6) locking swivel hooks on adjustable rails. 1-4- 1 configuration.</p> <p>AA. 3rd vertical street side (LH) - Six (6) locking swivel hooks</p>			
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<p>on adjustable rails. 1-4- 1 configuration.</p> <p>AB. 1st horizontal street side (LH) - One (1) plain fixed shelf extending through the rear vertical.</p> <p>AC. Rear vertical street side (LH) - Outrigger housing.</p> <p>AD. 1st vertical curbside (RH) - Three (3) adjustable shelves with removable dividers on 4-inch centers.</p> <p>AE. 2nd vertical curbside (RH) - Six (6) locking swivel hooks on adjustable rails. 1-4-1 configuration.</p> <p>AF. 3rd vertical curbside (RH) - Gripstrut access steps with two (2) sloped grab handles.</p> <p>AG. 1st horizontal curbside (RH) - Two (2) adjustable shelves with removable dividers on 8-inch centers.</p> <p>AH. Rear vertical curbside (RH) - Five (5) locking swivel hooks on fixed rails. 1-3-1 configuration.</p> <p>AI. Rear vertical curb side (RH) - Outrigger housing.</p> <p>AJ. Curbside compartment top access step installed in the cargo area behind side access step.</p> <p>AK. 24-inch long x 94-inch wide steel tailshelf with 3-inch high retainer rail around sides and rear, installed at the rear of body</p>			
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Bucket Truck Body and Chassis Accessories	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
No Cabguard Required.			
Underride Protection Bumper Installed at Rear			
T-125 Style Pintle Hitch (30,000 LB MGTW with 6,000 LB MVL)			
Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.			
Rigid Step Mounted Beneath Side Access Steps (Installed To Extend Approx. 2" Outward)			
Compartment Top Access Step from Body Floor			
Platform Access Step From Top of Body Compartment			
Single Platform Access, One Step Mounted to Turntable			
Platform Rest, Rigid with Rubber Tube			
Lower Boom Rest Weldment			
Mounting Brackets for Lights, Located on Lower Boom Rest			
Wood Outrigger Pad, 24 x 24 x 2.5 Inch, With Rope Handle			
Outrigger Pad Holder, 25" L x 25" W x 5" H, Fits 24.5" x 24.5" x 4" And Smaller Pads, Bolt-On, Bottom Washout Holes, 3/4" Lip Retainer			

Pendulum Retainers For Outrigger Pad Holders			
Mud Flaps With Altec Logo (Pair)			
Wheel Chocks, Rubber, 9.75" L x 7.75" W x 5.00" H, with 4" L Metal Hairpin Style Handle (Pair)			
Dock Bumpers (Pair), Fixed Mounting (Rectangular Bumper), Installed At Rear Frame Rails So They Are The Furthest Point Back			
Slope Indicator Assembly (Pair) For Machine With Outriggers			
Safety Harness And 4.5' Lanyard (Fits Medium To Xlarge) Includes Pouch and Placards			
Triangular Reflector Kit (Contains 3 Reflectors), Shipped Per DEPS-0042			
5 LB Fire Extinguisher With Light Duty Bracket, Installed (In Cab or Inside Compartment Only)			
Vinyl manual pouch for storage of all operator and parts manuals			
Bucket Truck Electrical Accessories	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Lights and reflectors in accordance with FMVSS #108 lighting package. (Complete LED, including LED reverse lights)			
Standard Amber LED Strobe Light with Brush Guard			
Dual Tone Back-Up with Outrigger Motion Alarm			
Standard Multi-Point Grounding System			
Copper U Shaped Grounding Lug (Threaded)			
7-Way Trailer Receptacle (Pin Type) Installed At Rear Relocate Trailer Receptacle Supplied With Chassis Electric Trailer Brake Controller (Draw-Tite Activator II #5504)			
Modular Panel System - Includes Mounting Panel and Accessory Switches			
Pre-Wire Power Distribution Module (Includes Operators Manual)			
Install Outrigger Interlock System			
Bucket Trucker Aerial Unit	Meet Specifications? (Check appropriate box below)		

	YES	NO	LIST VARIANCE (If any)
Model AA55E Articulating Non-Overcenter Aerial Device with a fiberglass upper boom and fiberglass insulator in the lower boom and a proportional joystick upper control and toggle switches. Built in accordance to standard specifications and to include the following features:			
Single, two-man platform mounted on curbside, 24 x48 x 42 inches (610 x 1219 x 1067 mm). Platform is rated at 700 pounds (317.5 kg) and rotates 90 degrees to end of boom. Includes two sets of quick disconnect couplings and controls for hydraulic tools. Includes hydraulically articulating and extending material handling jib with winch and rope mounted on opposite side of upper boom.			
Soft Platform Cover For Two Man Platform (24x48)			
Polyethylene platform liner for two man platform, 50 kV rating (minimum)			
Engine start/stop with Secondary Stowage System, 12 VDC electric powered.			
Automatic stow			
system Includes auxiliary pump and electric motor, powered by the chassis battery. Control is captive air operated from the platform and toggle switch operated from the lower controls. This option allows the operator to completely stow the booms and platform in a situation wherein the engine, PTO or pump fails.			
Outrigger X-Frame with flat shoe - 172.8 inch max spread			
Outrigger A-Frame with Flat-shoe - provides 149 inch (3785 mm) maximum spread outside to outside of shoe			
Powder coat unit: White.			
Category C 46kV and Below - Prewired for Category B			
Bucket Truck Aerial Unit and Hydraulic Acc.	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Unit Installation Components.			
Hook, Material Handling, 1-Ton With Latch, Installed On End Of Aerial Winch Line			
Standard Spacer between Subbase and frame for hose routing and ease of maintenance			

Reservoir, 30 Gallon, Triangular, Mounted in Cargo Area			
HVI-22 Hydraulic Oil (Standard).			
Standard Pump For PTO			
Hot shift PTO for automatic transmission			
Standard PTO/Transmission Functionality for Automatic Transmissions -If chasis is in gear, and PTO switch is activated, PTO will not engage. Chassis will remain in gear. Once the chassis is shifted back into gear the PTO will disengage. For some truck configurations the PTO switch must be turned off to allow the transmission to shift into gear			
Bucket Truck Finishing Details	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Powder Coat Unit White			
Components mounted below frame rail shall be coated black. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D- rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to underside of body shall be coated black. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.			
Finish Paint Body Accessories Above Body Floor White			
Apply Non-Skid Coating to all walking surfaces			
English Safety And Instructional Decals			
Vehicle Height Placard - Installed In Cab			
Placard, HVI-22 Hydraulic Oil			
DOT Certification Required			
Delivery	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Trucks must be delivered within 30 Calendar Days after receipt of Purchase Order			

Attachment C

LeeBoy Asphalt Paver

Please review each item and indicate whether your offered product complies with the Specifications as listed. Please respond “Yes” or “No” to indicate compliance to the specifications for each listed criterion. If it does not comply with the listed specification, please explain the variance in the blank provided or on an additional sheet.

Part numbers are provided for reference only. Comparable systems and equipment may be submitted for consideration.

Please list appropriate information where requested.

LEEBOY ASPHALT PAVER (5300B) SPECIFICATIONS			
Asphalt Paver Performance Features	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
64 HP (48 KW) Kubota Tier 4 Final Diesel Engine			
Paving Widths Variable Up To 7'			
Low Deck Configuration			
Traditional, Single Control Functionality			
User-Friendly Icon Based on CAN Bus Control Station			
Ultra-Efficient Material Management System			
Hydraulic Pressure Sensors for System Monitoring			
7 Ton Capacity Material Hopper			
Proven Legend Screed System			
Electric Screed Heat			
Heavy-Duty Undercarriage and Track System			
Asphalt Paver Dimensions	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
15'5" Length			
4'5" Transport Width			
9'7" Hopper Wings Down Width			
5'9" Height			
12,700 lbs. Total Weight			
Asphalt Paver Engine	Meet Specifications? (Check appropriate box below)		

	YES	NO	LIST VARIANCE (If any)
Kubota Turbocharged Diesel			
Tier 4 Final – 64.4 hp (48 kw)			
Asphalt Paver Capacities	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
25 Gallons Fuel			
33 Gallons Hydraulic Reservoir			
5 Gallons Washdown Tank			
Asphalt Paver Hopper	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
7 Ton Hopper Size			
Asphalt Paver Paving Widths	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Variable up to 7'			
Asphalt Paver Paving Depths	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Manual Flight Screws Positioned on the Screed to Control Material Thickness			
Depth: 0" to 6"			
Asphalt Paver Screed	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Legend HD Mini Electric Screed			
Consisting of a Main Screed and Two Hydraulically Operated Screed Extensions			

Equipped with One Electric Vibrator			
Asphalt Paver Screed Heat	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Electric Heat			
Three Heating Elements for Main Screed			
One Heating Element for Each Extension			
Asphalt Paver Paving Screed Crown/Valley	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Equipped with a Crown/Invert Adjustment			
Includes a Leveling Indicator for the Operator			
Asphalt Paver Material Handling	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
One Hydraulically Operated Under Auger Material Cutoff			
Two 12" Independent Hydraulically Operated Cast Augers			
Asphalt Paver Operator's Platform	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Full Machine Width Platform			
Asphalt Paver Operator's Controls	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Colored Led, Sunlight Viewable Control Screen with Digital Readouts. Review and Monitor System Vitals including: RPM, Paving Speeds, System Pressures,			

Screed Temperature and Generator Usage			
Dash Panel Includes Augers, Screed Extension, Cut-Offs, Screen, Hopper Wings, Conveyor, Grade Controls, Steering Lights			
User-Friendly, Icon-Based CAN Bus Controls			
Backlit Keypad with LED Indicator Lights			
Asphalt Paver Steering	Meet Specifications? <i>(Check appropriate box below)</i>		
	YES	NO	LIST VARIANCE (If any)
Electronically Controlled Pumps Operated by the Forward/Reverse Joysticks.			
Asphalt Paver Washdown System	Meet Specifications? <i>(Check appropriate box below)</i>		
	YES	NO	LIST VARIANCE (If any)
Electric HD Pump with Hose			
Asphalt Paver Push Rollers	Meet Specifications? <i>(Check appropriate box below)</i>		
	YES	NO	LIST VARIANCE (If any)
Two Rollers with Sealed Bearings Mounted to Allow Pivoting on Frame			
Asphalt Paver Track Drive System	Meet Specifications? <i>(Check appropriate box below)</i>		
	YES	NO	LIST VARIANCE (If any)
Hydrostatically Powered, Oscillating Bogie Tracks			
Track Size: 7" Wide 5'1" long Steel (Wheel Base)			
Paving Speed: 0 to 151' Per Minute (1.7 mph)			
Travel Speed: 0 to 239' Per Minute (2.7 mph)			
Asphalt Paver Additional Standard Equipment	Meet Specifications? <i>(Check appropriate box below)</i>		
	YES	NO	LIST VARIANCE (If any)

Back-up Alarm			
LED Beacon Light			
Pressure Transducers			
Sonic Auger, Sensors and Cords			
Grade Control Wiring (Topcon or Spectra-Physics)			
Slim Line End Gates			
Asphalt Paver Optional Equipment	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
9' Paving Kit, Includes Auger Extensions, Shields and Screed Extensions			
Slope Meter			
Swivel/Pivoting Push Roller			
Hydraulic Tow-Points			
Dual Grade Control (TopCon)			
Dual Grade and Slope (TopCon)			
Left Hand Auger Strike Off Plate			
Right Hand Auger Strike Off Plate			
Steering Knob Drive Control with Forward/Reverse Joystick			

Rubber Pad Tracks			
Trucks must be delivered within 30 Calendar Days after receipt of Purchase Order			

Attachment D

Tandem Rollers Series HD Compact Line

Please review each item and indicate whether your offered product complies with the Specifications as listed. Please respond “Yes” or “No” to indicate compliance to the specifications for each listed criterion. If it does not comply with the listed specification, please explain the variance in the blank provided or on an additional sheet.

Part numbers are provided for reference only. Comparable systems and equipment may be submitted for consideration.

Please list appropriate information where requested.

TANDEM ROLLERS (HD 10 C VV) SPECIFICATIONS			
Tandem Rollers Series HD CompactLine Highlights	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Compact Dimensions			
Excellent View of Drum Edge, Machine and Construction Site Environment			
Simple Transport, Simple Loading			
Simple, Intuitive and Language- Neutral Control			
Clear Side – One-sided Drum Mounting			
Roller must be delivered within 30 Calendar Days after receipt of Purchase Order			
Tandem Rollers Specifications	Meet Specifications? (Check appropriate box below)		
	YES	NO	LIST VARIANCE (If any)
Basic Data – Description: Tandem roller with two vibrating roller drums			
Basic Data – Exhaust emissions category: EU Stage V/EPA Tier 4			
Basic Data – Name: HD 10C VV			
Basic Data – Series: HD CompactLine			
Diesel Engine – Cylinders, Quantity: 3			
Diesel Engine – Exhaust Emission Standard: EU Stage V/EPA Tier 4			
Diesel Engine – Exhaust Gas After-Treatment: -			
Diesel Engine – Manufacturer: Kubota			

Diesel Engine – Model: D1105			
Diesel Engine – Power ISO 14396, HPL 21.9 HP			
Diesel Engine – Power ISO 14396, kW: 16.1 kW			
Diesel Engine – Power ISO 14396, rpm: 2,600 rpm			
Drum Dimensions – Drum Diameter, Front: 24.4 in			
Drum Dimensions – Drum Diameter, Rear: 24.4 in			
Drum Dimensions – Drum Thickness, Front: 0.5 in			
Drum Dimensions – Drum Thickness, Rear: 0.5in			
Drum Dimensions – Drum Type, Front: Smooth/Non-Split			
Drum Dimensions – Drum Type, Rear: Smooth/Non-Split			
Drum Dimensions – Drum Width, Front: 39.4 in			
Drum Dimensions – Drum Width, Rear: 39.4 in			
Machine Dimensions – Center Distance: 61.4 in			
Machine Dimensions – Maximum Working Width: 42.1 in			
Machine Dimensions – Total Height With ROPS: 87 in			
Machine Dimensions – Total Length: 90.4 in			
Machine Dimensions – Total Width: 44.6 in			
Machine Dimensions – Turning Radius, Inside: 83.9 in			
Sound Level – Acoustic Power LW(A), Measured: 101 db(A)			
Sound Level – Sound Power Level L(WA), Guaranteed: 105			
Steering – Oscillation Angle +/-: 8=			
Steering – Steering, Type: Articulated Steering			
Tank Capacity/Filing Capacity – Fuel Tank, Capacity: 8.7 gal			
Tank Capacity/Filling Capacity – Water Tank, Capacity: 18.5 gal			
Travel Drive – Climbing Ability, with Vibration: 30			
Travel Drive – Climbing Ability, without Vibration: 40%			
Travel Drive – Speed, Infinitely Variable: 0,0 – 6,8			
Vibration – Amplitude, Front, I: 0.015 in			

Vibration – Amplitude, Front, II: 0.015 in			
Vibration – Amplitude, Rear, I: 0.015 in			
Vibration – Amplitude, Rear, II: 0.015 in			
Vibration – Centrifugal Force, Front, I: 3,825 lbs			
Vibration – Centrifugal Force, Front, II: 2,475 lbs			
Vibration – Centrifugal Force, Rear, I: 3,825 lbs			
Vibration – Centrifugal Force, Rear, II: 2,475 lbs			
Vibration – Vibration Frequency, Front, I: 3,660 VPM			
Vibration – Vibration Frequency, Front, II: 2,880 VPM			
Vibration – Vibration Frequency, Rear, I: 3,660 VPM			
Vibration – Vibration Frequency, Rear, II: 2,880 VPM			
Water-Sprinkling System – Water Sprinkling, Type: Pressure			
Weights – Operating Weight with ROPS: 3,704 lbs			
Weights – Static Linear Load, Front: 45.9 lbs/in			
Weights – Static Linear Load, Rear: 48.7			

Attachment E
Certification

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the instructions and specifications for the Request for Quote, RFX # 3140004172 and Attachments.
2. The company meets all requirements and acknowledges all certifications contained in the Request for Quote, RFX # 3140004172 and Attachments.
3. The company agrees to all provisions of the Request for Quote, RFX # 3140004172 and Attachments.
4. The company will perform the services required at the prices quoted on the bid form.
5. The company represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.
6. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete and current as of the submission date.
7. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bid.

[Please execute and return with Bid Materials.]

Company: _____ Signature: _____

Date: _____ Title: _____

Printed Name: _____

Attachment F

Bid Cover Sheet

The Mississippi State Penitentiary of the Mississippi Department of Corrections (“MDOC”) is seeking bids from qualified bidders for the purchase and delivery of **one (1) new digger derrick truck, one (1) new bucket truck, one (1) new Leeboy asphalt paver, and one (1) new tandem roller** by using the Reverse Auction Process. The purpose of the RFQF is to solicit quotes from interested parties meeting bid requirements and specifications, in order to determine the qualified vendors, which will participate in the Live Reverse Auction.

Bids are to be submitted as listed below, on or before 12:00 noon CST on April 10, 2025.

PLEASE MARK YOUR ENVELOPE:

**Mississippi Department of Corrections
Office of Procurement and Contracts
Attention: Princess R. Hayes
RFx #: 3140004172
301 North Lamar Street
Jackson, MS 39021
SEALED BID – DO NOT OPEN**

NAME OF COMPANY _____

QUOTED BY _____

SIGNATURE _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

FAX NUMBER _____

EMAIL ADDRESS _____

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

Name: _____

Phone Number: _____

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

SS # (if individual): _____

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

What year was your company started? _____

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.

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 G

Certification

By signing below, the company representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the instructions and specifications for the Request for Quote, RFx # 3140004172 and Attachments.
2. The company meets all requirements and acknowledges all certifications contained in the Request for Quote, RFx # 3140004172 and Attachments.
3. The company agrees to all provisions of the Request for Quote, RFx # 3140004172 and Attachments.
4. The company will perform the services required at the prices quoted on the bid form.
5. The company represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the contractor's bid or proposal.
6. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete and current as of the submission date.
7. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bid.

[Please execute and return with Bid Materials.]

Company: _____

Signature: _____

Date: _____

Title: _____

Printed Name: _____

Attachment H
Bid Form
Digger Derrick Truck, Bucket Truck, LeeBoy Asphalt Paver, and
Tandem Roller

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

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

Quote:

This quote for the digger derrick truck, bucket truck, leeboy asphalt paver, and tandem roller will not be used to award the contract. The quote will be used to help determine the starting price for the Reverse Auction. All pricing shall include all associated costs including shipping for the items with no additional or hidden fees.

Line No.	Item Description	Estimated Quantity	UOM	Unit Price
01	One (1), new digger derrick truck, meeting all specifications and including delivery.	1	EA	\$
02	One (1), new bucket truck, meeting all specifications and including delivery.	1	EA	\$
03	One (1), new LeeBoy Asphalt Paver, meeting all specifications and including delivery.	1	EA	\$
04	One (1), new Tandem Roller, meeting all specifications and including delivery.	1	EA	\$

Total Cost: _____

Exceptions and/or Deviations? Yes ____ No ____

If “Yes”, please list on an accompanying document.

RFx number: 3140004172

.....

Company: _____

Signature: _____

Address: _____

Printed name: _____

Title: _____

Phone: _____

Date: _____

Email Address: _____

Attachment I

References

REFERENCE #1

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE #2

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE #3

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

REFERENCE #4

Name of Company: _____

Dates of Service: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Alternative Contact Person (optional): _____

Telephone Number: _____

Cell Number: _____

E-mail: _____

Attachment J
Digger Derrick Truck, Bucket Truck, LeeBoy Asphalt Paver, and
Tandem Roller
Procurement Reference Score Sheet # 1
(Return with packet unsigned)

TO BE COMPLETED BY AGENCY STAFF ONLY

Company Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

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

Offeror must have a minimum of 6 “yes” answers on the questions above from two references (total of 12 “yes” answers) to be considered responsive and for its proposal to be considered.

Score: Pass/Fail

Do you have any business, professional or personal interest in the vendor’s organization? If yes, please explain.	Yes	No
-------------------------------------------------------------------------------------------------------------------	-----	----

A “yes” to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

Notes:

_____.

Called by: _____
Signature
Title
Date

Attachment K
Digger Derrick Truck, Bucket Truck, LeeBoy Asphalt Paver, and
Tandem Roller
Procurement Reference Score Sheet # 2
(Return with packet unsigned)

TO BE COMPLETED BY AGENCY STAFF ONLY

Company Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

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

Offeror must have a minimum of 6 “yes” answers on the questions above from two references (total of 12 “yes” answers) to be considered responsive and for its proposal to be considered.

Score: Pass/Fail

Do you have any business, professional or personal interest in the vendor’s organization? If yes, please explain.	Yes	No
-------------------------------------------------------------------------------------------------------------------	-----	----

A “yes” to the above question may result in an automatic disqualification of the provided reference; therefore, resulting in a score of zero as responses to previous questions become null and void.

Notes:

_____.

Called by: _____
Signature
Title
Date

Attachment L
Acknowledgement of Amendments

Please sign and print at the appropriate statement.

I acknowledge receipt of all amendments associated with **RFx # 3140004172**.

They are as follows:

1. _____

2. _____

3. _____

Printed Name

Company Name

Signature



There were no amendments associated with **RFx # 3140004172**.

Printed Name

Company Name

Signature

Attachment M

Secretary of State Acknowledgement

_____, acknowledges that we
(Vendor Name)

_____ are registered with the Secretary of State's Office.
(Attach proof)

_____ are not registered with the Secretary of State's Office.



We, _____
(Vendor Name)

_____ will register before the start of the contract and provide proof.

_____ will not register.

Signature

Date

Printed Name

**Attachment N
Conflict of Interest
Disclosure Statement**

Conflict of Interest – Involvement, financial or otherwise, that an employee, officer, or agent of MDOC may have in the proposing organization; and any involvement, financial or otherwise, that any employee, officer of any other governmental agency may have in the proposing organization.

_____, acknowledges that we
(Vendor Name)

_____ do not have a conflicting interest to report.

_____ do have a conflicting interest (please disclose below).

Describe the Nature of the Conflicting Interest:

Signature

Date

Printed Name

Attachment O

Live Reverse Auction Participation

Depending on Applicability, Initial Items 1 or 2

_____ I/we certify that we request to participate in the Live Reverse Auction, via Surrogate Bidding. I/We understand that we must be physically present at the public bidding location, with the means to submit written bids for each offer made and signed by an authorized agent of the Vendor.

_____ I/we certify that we will participate in the Live Auction via MAGIC.

Company: _____

Signature: _____

Address: _____

Printed name: _____

Title: _____

Phone: _____

Date: _____

E-mail Address: _____