

# BURRIS/WAGNON ARCHITECTS, P.A.

500L EAST WOODROW WILSON AVENUE JACKSON MS 39216 PH 6019697543 FAX 6019699374

13 November 2020

## ADDENDUM NO. 2

Re: **GS# 102-273**  
**Elevator Improvements**  
**Delta State University**  
**Cleveland, Mississippi**



**Bid Date: Tuesday, December 1, 2020 (2:00 P.M.)**

### NOTICE TO ALL DOCUMENT HOLDERS:

The following additions, changes, and clarifications to the Specifications for the subject project are to be included as part of the Contract Documents, and thus amend the Scope of Work:

### GENERAL

**Item No. 1:** A PRE-BID CONFERENCE was held on THURSDAY, November 12, 2020, 2:30 P.M., in the Delta State University Physical Facilities Office conference room. See attached attendance list and items discussed and clarified below.

- A. Ms. Anna Boggan and Mr. Randy Turner of the Bureau of Building discussed bid date and time, location, parking around Woolfolk Building, and noted that bid acceptance would be based on the Bureau's official time clock at the desk in the lobby of the 14<sup>th</sup> floor of Woolfolk Building. If sending Bid by FedEx, bid must be received by the advertised Bid Time of 2:00 PM. Ms. Boggan read parts of Section 00100 Instructions to Bidders (see attached Exhibit A), and noted that Contractors shall thoroughly review the entire Section 00100, including Bidder's Checklist and all other bidding requirements at Section 00100 Instructions to Bidders, including, but not limited to, the following:
1. The Bureau of Building is the Owner for this Project. The Contract will be between the Bureau and the Contractor.
  2. Any modifications to Bid must be made prior to the scheduled Bid time by writing on the outside of the sealed envelope containing the Bid (see Section 00100/3.02).
  3. Bid Bonds must also have Power of Attorney attached. Bond is not required if a certified check is used instead. Bid Security is 5%. See Section 00100/2.08.
  4. Written words supersede numbers written on Proposal Form.
  5. Bidder must acknowledge all addenda on the Proposal Form. Bidder must sign proposal form.
  6. Out-of-State Contractors shall include their state's reciprocating law in bid envelope, OR a letter stating the Contractor's state has no resident Contractor preference law (see Section 00100/1.03).
  7. Bidders have 24 hours to review bids and report any problems or irregularities, and also to protest bids (see Section 00100/4.03, 4.04).
  8. There are no Davis-Bacon requirements on this Project.
  9. Ms. Boggan also provided written directions for any bidder interested in submitting his bid electronically, which are attached hereto as Exhibit "B". (Bidder must pre-register in Magic—please register early).

- B. Ms. Boggan noted that all questions shall be sent directly to the Professional. It was noted that all Addenda shall be a part of the Contract, and there shall be no addenda issued within 48 hours of the Bid. Last addendum must be released by 5:00 PM, CST, Tuesday, November 24, 2020: please send all questions for clarification to Professional before this date/time. Any Bid protests shall be sent directly to the Bureau of Building, Grounds, and Real Property Management within 24 hours of the Bid. Contractor please note on the last page of the Proposal Form, page 8, in the Mechanical/Electrical Contractors section, that the blanks MUST BE FILLED IN.
- C. Architect discussed contract time and the Proposal Form, including the fact that all relevant subcontractor blanks must be filled in. Contractor's company name on proposal form is to exactly match that listed with Secretary of State's office and the State Board of Contractors. Certificate of Responsibility number must be listed with the State of Mississippi.
- D. Bidder shall note that the Base Bid Assumptions (Sht. 1.0) that *shall be included in the Base Bid* (example, at Assumption #1: (3) each x Contractor's cost per each = amount to include in Bid for this Assumption #1).
- E. Architect discussed the overall planning and specification concepts of the Project, including the sequence of construction as defined in Section 01900.
1. The Project is planned as a Base Bid, with three (3) add alternates.
- F. Architect reviewed Section 01900, including alternate descriptions.
- G. Several questions were discussed with Bidders, as clarified below:
1. One bidder inquired as to whether or not the Owner expected the elevator work to be bid to a general contractor, or not. Mr. Randy Turner noted that elevator projects are done either way (with elevator contractor acting as a general contractor or as a sub) in the State, but that some elevator contractors do not like to enter into the State's construction agreement.
  2. The telephone conference number for those who wish to call into, and listen to, the bid opening is 888-822-7517. The access code is 8835735.
  3. The Owner has confirmed that, if a 50% elevator payment is requested at the time of shop drawing submission, a Consent of Surety, with Power of Attorney, must be submitted at that time.
  4. The Owner has tested the 3 most commonly used web browsers, Microsoft Edge, Mozilla Firefox, and Google Chrome, and at this time, all appear to work with electronic bidding. Bidders should contact MMRS if they have trouble. It was recommended that electronic bids be submitted early enough to verify receipt. Mr. Turner noted that a common electronic bid mistake was not saving the bid.
  5. It was decided that DSU will lead a tour of the campus elevators included in this project on Tuesday, November 17, at 9:00 a.m., for any bidders wishing to see elevators and shafts prior to Bid. Bidders will meet at the Library elevators.

## SPECIFICATIONS

- Item No. 1:** Refer to **Section 14240** and note that this Hydraulic Passenger Elevators Modernization specification shall be bid in conjunction with both the Architectural drawings, as well as Mechanical/Electrical drawings, and their respective specifications, in defining the overall modernization and repair scope (i.e., Specifications, or Drawings, may show or describe additional scope of work from the other elements in the Bid Documents, and the more stringent requirement shall be bid and included in the Project).

## DRAWINGS

- Item No. 1:** Refer to Sht. 1.0, Base Bid Assumptions, Assumption #1, and change "Drawings" to "Specifications".

No other items in this addendum.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stan Wagon', with a long, sweeping horizontal stroke extending to the right.

Stan Wagon, AIA, LEED AP  
*BURRIS/WAGNON ARCHITECTS, P.A.*

End of Addendum No. 2

## PRE-BID CONFERENCE

GS# 102-273

Elevator Improvements – Delta State University

**DATE:** Thursday, November 12, 2020

**TIME:** 2:30 p.m.

1. **Open Bid:** Tuesday, December 1, 2020, 2:00 PM  
Bureau of Building's Conference Room - 14<sup>th</sup> Floor
2. Parking & Security - allow ample time for parking and check-in with building security. Be mindful on whether the legislature *is/is not* in session (1/2 through 3/30)
3. Telephone and desk, are not provided, for bidders use. Please do not go beyond the yellow signs in certain areas on the floor.
4. Bids are taken; until 1:59:59 PM on Bid Date. The official time clock is located at the Receptionist Desk – 14<sup>th</sup> Floor. All late bids will be stamped and returned unopen.
5. The Mississippi State Board of Contractors is responsible for issuing Certificates of Responsibility to Contractors. Please ensure that your company information is current and up to date, at the time of bid and throughout the length of the job. Bids over \$50,000, must show a Certificate of Responsibility number on the bid and on the face of the envelope containing the bid information
6. Business Name must be exactly as listed with the MS Secretary of State's Office and the state board of contractors. Names must match.
7. The written bid amounts supersede the numeric amounts and the same for alternates
8. 5% Bid Bond or Certified Check for 5% of the bid amount is required at time of bid. Certified Checks are held until bid award even if you are not the low bidder. You must request the check in writing with the return address in the request.
9. Make sure to acknowledge all addenda on bid document
10. If applicable, provide Mechanical/Plumbing/Electrical Subcontractors names along with Certificate of Responsibility Number. If a subcontractor(s) will not be used for the Project, then N/A should be noted and submitted on the bid document
11. Bidder has 24 hours to notify BoB regarding any mistake with their Bid Submittal
12. All Bid Protest(s), must be submitted to the Bureau of Buildings (BoB)
13. Must hold price for 45 days; as per bid specifications
14. Notice to proceed will occur in approximately 30 days after bid award if contracts are correct

15. Out of State Contractors must submit reciprocating construction law for their state of residency. The State Of Mississippi does not have a reciprocating law; but if your state has one, we will use it to evaluate your bid.
16. Bureau of Buildings is the Owner - your Contract will be between BoB and the Contractor
17. Questions regarding the Project **must** be submitted; to the Professional, no later than 72 hours prior to bid date
18. If bid; is sent by UPS/ FEDX or USPS, it is the Bidders responsibility to make sure it is delivered and stamped in before 1:59:59 PM on bid date. The bid must in a sealed envelope inside a shipping package so that it is not open with the regular mail. Late bids are stamped in and returned not opened
19. Electronic bid(s); are accepted for all Bureau of Building, Grounds, and Real Property Management (BOB) Projects. To submit an electronic bid; you must registered in MAGIC. To ensure you can submit a bid electronically you must register prior to bid date; registration is required only one time. If you register, you will start receiving auto notifications for BOB construction projects. This does not apply to reverse auction. If anyone wants instructions for how to register, I have a memorandum dated 02/27/18, from the BoB director with instructions on how to do so.
20. If you have any questions after today regarding information for bidding, please reference the bidder's checklist in the specifications



STATE OF MISSISSIPPI  
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

Laura D. Jackson  
EXECUTIVE DIRECTOR

MEMORANDUM

---

**TO:** Contractors, through the AGC, ABC, and MBOC

**FROM:** Calvin R. Sibley, Director  
Bureau of Building, Grounds and Real Property Management

**DATE:** February 27, 2018

**SUBJECT:** Electronic Construction Bidding per Law effective 1/1/2018

---

Beginning January of 2018, the Mississippi Department of Finance and Administration / Bureau of Building Grounds and Real Property Management started receiving construction bids electronically as required by House Bill 1106, Laws of 2017. Electronic bids are at the discretion of the Bidder/Supplier. Paper bids WILL STILL BE received as stipulated in the Advertisement / Request for Bids The instrument being used to carry out this is a program called MAGIC which is available to all State of Mississippi departments, agencies, and Bidders/Suppliers. (MAGIC is the State's Accounting System.)

**TO BID USING MAGIC:** Potential Bidder/Supplier must first register. When the Bidder/Supplier registers themselves, they will automatically receive their Magic sign-in information. (The Bureau of Building, et al, can assist with this, and, if so, will notify the Bidder/Supplier by email of doing so, so they can contact Magic to get their sign-in information for bidding electronically) Construction Bidders/Suppliers who have received awards in recent years through the Bureau of Building, et al, should already have their company information properly entered. Those companies should still verify that their system "Product Code" is set to "90922" [for construction] in order to receive "system generated Bid Notices" for construction projects. (Bid Opportunities will continue to be in the newspaper, on the Magic Portal, and on the Bureau of Building, et al, web.) When registering, a company should enter their company information EXACTLY as shown per the Mississippi Secretary of State's listing and per their W9. Contact Magic at:

<http://uperform.magic.ms.gov/gm/folder-1.11.7512?originalContext=1.11.8507> (MS SoS, MBOC, and W9 should all agree.)

**TO ADD THE PRODUCT CODE 90922** once in your MAGIC Address Table click the steps below:

1. Click on Suppliers Self Service Tab.
2. Click Company Data.
3. Click the Process Button.
4. Click Add Categories in the Product Categories section
5. Add the product Categories from here.

**TO VIEW ADVERTISED PROJECT INFORMATION** on line go to DFA Web site and select “Are You Interested in Doing Business with Mississippi” at the top of the page. This takes one to the Procurement Portal. Click on:

1. I sell to Mississippi
2. (RFx) Procurement Opportunities and Public Notifications
3. Advanced Search Options
4. Major Procurement Category: Select Construction
5. Dept/Agency: Select MS DEPT FINANCE AND ADMINISTRATION
6. SEARCH

Another option from the DFA web site is to:

1. Select DFA Offices
2. Select Bureau of Building Grounds and Real Property Management.
3. Just Below “About the Bureau of Building” select BOB Bid Solicitations.
4. Locate the GS# at left of the list and the RFx number at the right.

On both list the RFx number for each project is listed which is required in MAGIC when preparing bids.

For additional information regarding registration in MAGIC, contact MMRS at (601) 359-1343 or by email at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) .

CRS/pgw



# SIGN IN SHEET AND AGENDA

Bureau of Building, Grounds and Real Property Management

DATE: November 12, 2020  
 MEETING FOR: GS#102-273 PHASE: Pre-Bid I/A and Project Name: Delta State Univ. / Elevator Improvements  
 Requested by: \_\_\_\_\_ BoB X Professional \_\_\_\_\_ Using Agency \_\_\_\_\_

AGENDA OUTLINE:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

**OR SEE ATTACHED**

NAME (PLEASE PRINT)	COMPANY OR ORGANIZATION	PHONE NO.	FAX NO.	CELL NO.	E-MAIL ADDRESS
Anna Boggan <i>AB</i>	BoB / DFA	(601) 359-1236		(601) 927-3840	anna.boggan@dfa.ms.gov
Randy Turner <i>RA</i>	BoB / DFA	(601) 359-5021		(601) 941-6068	randy.turner@dfa.ms.gov
Stan Wagnon <i>SW</i>	Burriss/Wagnon Architects	(601) 969-7543		(662) 719-8522	stan@burrisswagnon.com
Gerald Finley <i>GF</i>	Delta State University	(662) 846-4740		(662) 719-8522	gfinley@deltastate.edu
<i>James Rutledge</i>	<i>DSU</i>	<i>662-846-4684</i>		<i>662-820-4377</i>	<i>jrutledge</i>
<i>John Akred</i>	<i>Thyssen Krupp Elevator</i>	<i>(901) 502-8800</i>		<i>(901) 502-8800</i>	<i>john.akred@thyssenkrupp.com</i>
<i>Jeff Jackson</i>	<i>DSU</i>	<i>(662) 719-3787</i>		<i>662-719-3787</i>	<i>ja.jackson@deltastate.edu</i>
<i>Carla Williams</i>	<i>MID SOUTH ELEVATOR</i>	<i>601-353-8283</i>		<i>601-540-5715</i>	<i>carla@MIDSOUthelevator.com</i>
<i>John Harrison</i>	<i>Schindler Elevator</i>	<i>601-397-9060</i>		<i>601-397-9060</i>	<i>john.harrison@schindlere.com</i>
<i>Chris Collins</i>	<i>Roy Collins Const</i>	<i>662-843-5060</i>		<i>662-402-0000</i>	<i>ccollins@roycollins.com</i>
<i>Johnny Hobbs</i>	<i>Roy Collins Construction</i>	<i>662-843-5060</i>		<i>662-721-6331</i>	<i>JHobbs@roycollins.com</i>
<i>Vincent Freney</i>	<i>Schindler Elevator</i>	<i>901-305-4460</i>		<i>901-305-4460</i>	<i>vincent.freney@schindlere.com</i>
					<i>g:\sign in sheet... \wagenda...</i>

*Vincent.hoerney@schindler.com*