

SHAFFER | ZAHNER | ZAHNER  
OFFICE OF ARCHITECTURE

May 22, 2024

PN 28230306

RFx 3160006568

Project: Modernize West Point Roof

West Point Readiness Center

West Point, MS

Addendum No. 1

This Addendum forms part of the Contract Documents for the above referenced project. All other requirements of the original Contract Documents shall remain in effect except as specifically modified in this Addendum. Bidder is to acknowledge receipt of this Addendum with their bid proposal. Failure to do so may subject the Bidder to disqualification. This Addendum is issued to all known Plan Holders.

1. A Pre-Bid Meeting was held on May 21, 2024. See this addendum for resolution of questions asked and other information discussed at this meeting. See the Pre-Bid Conference Meeting Minutes and Pre-Bid Conference Attendance Roster attached.
2. Clarifications:
  - a. The Contractor may utilize lay down space inside the secured fenced area. The Contractor is responsible for protecting all existing materials and landscaping, and for making repairs should they be damaged during the work.
  - b. The Contractor may work during typical hours 7am – 4:30pm, and may coordinate additional work hours for weekends or after hours. The Contractor may not have access to the site during Drill weekends (one weekend a month).
  - c. The metal retrofit roofing system specified is a 'Basis of Design' product. Equivalent products will be approved provided they meet the performance requirements of the Basis of Design, including but not limited to the requirement for a single-supplier system for the overall retrofit roof system.
  - d. The TPO base roofing installed over the existing deck does not require a manufacturer warranty. The intent is for the TPO membrane to protect the existing building while the retrofit roof system is being erected.

**Contents:** This addendum consists of **20** (8 ½" x 11") sheets and **0** (22" x 34") sheets.

**End of Addendum No. 1 for: PN 28230306 Modernize West Point Roof**



## Mississippi Military Department Construction Pre-Bid Conference

Project Title: Modernize West Point Roof  
Project Location: West Point Readiness Center, West Point, MS  
Project Number: 28230306  
RFx Number: 3160006568

If you haven't signed in, please do so at this time.

Introductions:

	<u>Name</u>	<u>Email</u>	<u>Phone</u>
Contracting Officer	Karen Hathcock	karen.hathcock.nfg@army.mil	601-313-6227
Project Manager	Jason Brent	jason.r.brent.mil@army.mil	601-313-6587
Shafer Zahner Zahner	Sally Zahner	szahner@szzarch.com	662-323-1628

**BID OPENING DATE** 1:30 P.M. June 6, 2024, Joint Force Headquarters, 1410 Riverside Drive, Jackson, MS 39202.

### INSTRUCTION TO BIDDERS

1. Don't be late getting to the bid room. Bids cannot be accepted once the Bid Opening is closed at 1:30 P.M.
2. Bring your Driver's License for identification purposes.
3. Bidder assumes all risk of delivery by the required time whether it is hand delivered, mailed, or submitted electronically.
4. Bidders may modify their bid on the outside of the sealed envelope containing the bid PRIOR to the scheduled closing time indicated in the Advertisement of Bids.
5. All prices must be printed in ink or typewritten. Errors may be crossed, and correction made, and the correction must be initialed in ink.
6. All Bid are to be held for a period of 60 days.

### METHODS OF BIDDING

1. **Hand Delivery of Bid:** Bidders are encouraged to arrive 30-45 minutes early to preclude any delays due to the heightened security at our facility.
2. **Mailing Bid:** Bidder mailing his or her bid via USPS, FedEx or UPS must ensure that the mailing envelope is marked as described in DMB Section 00 21 13 – 1/1 with

## Mississippi Military Department Construction Pre-Bid Conference

the word "BID" written largely on the outside of the carriers mailing envelope. Make sure the office symbol NGMS-FMP, Attention: Angela Griffin is marked on the envelope. The inside sealed envelope should be filled out according to DMB Section 002 21 13 1/1.

3. **Electronic:** Bidders may bid electronically via the MAGIC Portal. Bidder will ensure that the opening page will be either the Certificate of Responsibility Number (COR) or the bid does not exceed \$50,000.00. The site for MS suppliers is <http://www.dfa.ms.gov/dfa-offices/mmrs/mississippi-suppliers-vendors/> at the bottom there is a self-service tab. For more information see ITB Section 00 20 00 – 3/7 and 4/7.

### BID

1. Bid Form instructions (ITB Section 00 20 00 - 3/7 & 4/7)
2. Bid Form (BF Section 00 0 00 – 1/3)
3. Bid Security (ITB Section 00 20 00 - 1/7)
4. Bid Envelop DMB Section 00 21 13 – 1/1)
5. Certificate of Responsibility Number (ITB Section 00 20 00 -5/7)

### FEDERAL CLAUSES

This is a State Contract with Federal Funds, therefore Federal Clauses such as the **Buy American Act & The Davis-Bacon Overtime** Clauses will apply. The Military Department does not require a Certified Payroll. For more information read the Conditions of the Contract in the General Conditions Section 00 70 00 – 1/33 – 33/33.

### E-VERIFY PROGRAM

The Contractor shall be advised that prior to the Execution of the contract, the MS Military Department will require a certification letter certifying E-Verify has been completed and provide the 6-digit Company ID number issued by the Department of Homeland Security to also include any Subcontractors Company ID numbers.

### GENERAL INFORMATION/CONDITIONS

1. Out of State Bidders - ITB Section 00 20 00 – 6/7 Article 14.
2. Insurance & Bonds - AIASC Section 00 73 03 – 12/17 – 14/17.
3. Superintendent – GC Section 00 70 00 – 18/33 Article 20.

## Mississippi Military Department Construction Pre-Bid Conference

### ADDENDUM REQUIREMENTS

If clarification is needed, it will be covered in a written addendum and distributed to all plan holders no later than 48 hours prior to the bid opening in accordance with state law.

All questions should be submitted to the A&E no later than, Friday May 31 COB  
Addendum's will be issued no later than, Monday June 3 COB

### LIQUIDATED DAMAGES

If the project is not complete within 180 calendar days, liquidated damages will be assessed. The calendar days will include construction time and time to submit all close-out documents, warranties, and final pay applications. Liquidated damages will be in the amount of \$1,050.52 for each calendar day of delay without a justifiable time extension requested and approved.

### STATE of MISSISSIPPI VENDOR NUMBER

The low bidder will be required to have a State of MS Vendor Number. Follow the attached New Supplier Registration instruction sheet and make sure to notify our office once that is complete. Please be sure to include an email address, phone number and contact name.

Bid this project as you see it.

At this time, if there are no contractual questions, I will turn this meeting over to the Project Manager and the A&E.

### Mississippi Military Department Meeting Sign-In

Project Title - Modernize West Point Roof

Project Location - West Point, MS

Date/Time- 21 May 2024 / 10:30

<u>Name</u>	<u>Company</u>	<u>Email</u>	<u>Phone #</u>
Karen Hathcock Contracting Officer	MS Military Dept - FMP	<a href="mailto:karen.hathcock.nfg@army.mil">karen.hathcock.nfg@army.mil</a>	601-313-6227 office 601-813-9305 cell
Jason Brent Project Manager	MS Military Dept - FMD	<a href="mailto:Jason.r.brent.mil@army.mil">Jason.r.brent.mil@army.mil</a>	601-313-6587
Sally Zahner A&E	Shafer Zahner Zahner	<a href="http://Szzarch.com">Szzarch.com</a>	662-323-1628
Christian Salvador	Roofing Solutions	estimating @ roofingsolutions.com	601-317- 5197
GARY Allen	Fmo	<a href="mailto:gary.w.allen93.nfg@army.mil">gary.w.allen93.nfg@army.mil</a>	
Daniel Schingle	Graham Roofing	Daniel @ Graham Roofing.com	662-605-0548
VICENTE GRANDE	MANDALS INC	<a href="mailto:Vgrande@mandals.com">Vgrande@mandals.com</a>	228 383 2106
Clint Robbins	Coleman Roofing Construction	<a href="mailto:estimating@Colemanroof.com">estimating@Colemanroof.com</a>	(337) 513-6723
James Norman	2D3RD EN BN	<a href="mailto:james.l.norman4.ad@army.mil">james.l.norman4.ad@army.mil</a>	(601) 994-2574
Elbert Spruill	Graham Roofing	elbert @ Graham Roofing	662 679 0564
Jake Waldrop	Escola Roofing LLC	<a href="mailto:awaldrop@escolaroofing.com">awaldrop@escolaroofing.com</a>	901-293-8376
Jacob Thomas	HQ223 EN	<a href="mailto:jacob.l.thomas4.mil@army.mil">jacob.l.thomas4.mil@army.mil</a>	601-650-6135



## Create an RFX Response

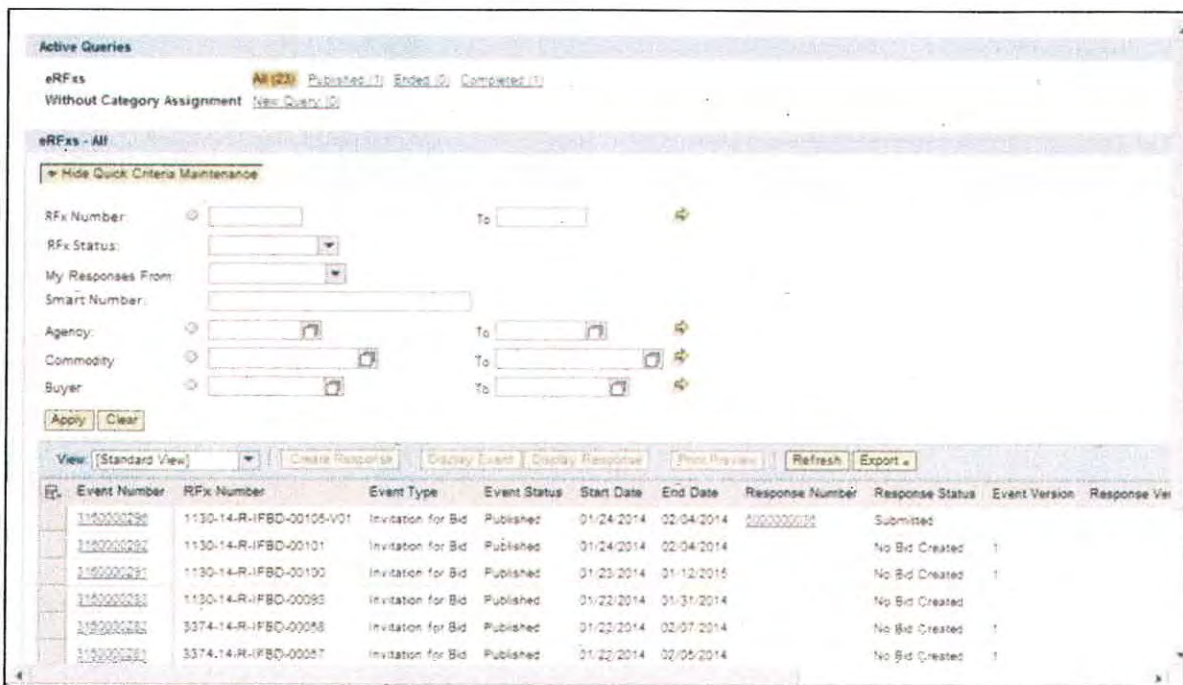
# RFX RESPONSE IN MAGIC

### Procedure

#### 1. Log in Magic



#### 2. Click RFX and Auctions Icon





## Create an RFX Response

### 3. Enter RFX in the "RFX Number Field"

Active Queries

eRFAs **All (2)** 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
<a href="#">3190000290</a>	1130-14-R-IFBD-00105-V01	Invitation for Bid	Published	01/24/2014	02/04/2014	<a href="#">3000000030</a>	Submitted		
<a href="#">3190000290</a>	1130-14-R-IFBD-00101	Invitation for Bid	Published	01/24/2014	02/04/2014		No Bid Created	1	
<a href="#">3190000291</a>	1130-14-R-IFBD-00100	Invitation for Bid	Published	01/23/2014	01/12/2015		No Bid Created	1	
<a href="#">3190000293</a>	1130-14-R-IFBD-00093	Invitation for Bid	Published	01/22/2014	01/31/2014		No Bid Created		
<a href="#">3190000295</a>	3374-14-R-IFBD-00056	Invitation for Bid	Published	01/22/2014	02/07/2014		No Bid Created	1	
<a href="#">3190000291</a>	3374-14-R-IFBD-00057	Invitation for Bid	Published	01/22/2014	02/05/2014		No Bid Created	1	

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





## Create an RFX Response

6. Click Participate. This step is required and notifies the SoMs your intent to create a RFX response
7. Click Create Response

**Display RFX : 3160000291** Help

RFX Number: 3160000291    Smart Number: 1130-14-R-/RD-00100    RFX Status: Published    RFX Start Date: 01/23/2014 10:30:00 CST    Remaining Time: 338 Days 02:32:17  
RFX Owner: Mr. Gina Harman    RFX Version Number: 1    RFX Version Type: Active Version

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

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

**RFX Parameters**   [Questions](#)   [Notes and Attachments](#)   [Conditions](#)   [Payments](#)

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 Email](#)   [Call](#)   [Clear](#)

Function	Number	Name	Phone Number
Requester		Gina Harman	404-578-9122
Location		MR DEPT FINANCE & ADMINISTRATION	

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



## Create an RFx Response

8. Click Questions tab to view the required buyer questions.
9. As required, complete/review the question fields

### Create RFx Response

RFx Response Number: 6000000038    RFx Number: 3100000291    Status: In Process    Submission Deadline: 12/31/2014 13:30:00 CST    Opening Date: 01/10/2012 00:00:00 CST  
Remaining Time: 338 Days 02:31:05    RFx Owner: Mr. Sims Haman    Target Value: 0.00 USD    RFx Response Version Number: Active Version    RFx Version Number: 1

Attribute Does the vendor accept the required contractual is a mandatory, maintain attribute value  
Attribute How long has your company been in business (Specify a mandatory, maintain attribute value)

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

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

Event Parameters  
Validity Period:  -   
Currency: United States Dollar  
Target Value of RFx Response: 0.00 USD

Pricing Arrangement  
Service and Delivery  
Pricing Arrangement:   
Billing Arrangement:

Status and Statistics  
Created On: 01/27/2014 10:58:06 CST  
Created By: Mr. Golden Eagle  
Last Processed On: 01/27/2014 10:58:06 CST  
Last Processed By: Mr. Golden Eagle

Partners and Delivery Information  
Details Send Email Call Clear Filter Settings

Function	Number	Name	Phone Number
Location		MS DEPT FINANCE & ADMINISTRATION	

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



# Create an RFX Response

## 10. Click Yes

### Create RFX Response

RFX Response Number 000000038   RFX Number 3100000291   Status In Process   Submission Deadline 12/31/2014 12:00:00 CST   Opening Date 01/10/2015 00:00:00 CST  
Remaining Time 338 Days 02:31:55   RFX Owner Mr. Zinia Haiman   Target Value 0.00 USD   RFX Response Version Number Active Version   RFX Version Number 1

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



# Create an RFX Response

## 11. Click Items tab

**Create RFX Response**

RFX Response Number 8000000028   RFX Number 3150000391   Status In Progress   Submission Deadline 12/31/2014 13:30:00 CST   Opening Date 01/10/2015 00:00:00 CST   Remaining Fx Target Value 0.00 USD   RFX Response Version Number Active Version   RFX Version Number 1

Submit   Check   **Next Step**   Print Preview   Refresh   Save   Export   Import   Questions and Answers (6)

RFX Information   **Items**   Notes and Attachments   Conditions   Summary   Tracking

**Item Overview**

Details   Add New   Copy   Paste   Delete   Calculate Value

Description	Variant	Item Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Summary	Price Per	Total Val
abrasive		Material			Abrasive Cloth/roll	2		EA	0.00	USD		

## 12. Click Details button



## Create an RFX Response

13. Items Data tab: As required, complete/review the following fields: Price, Quantity, Delivery Days, Supplier Product Number

Details for Item abrasive

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

**Basic Data**

Identification:

Item Type:     Currency:

Product Category:     Abrasive Cartridge    Required Quantity:  EA each

Product ID:     Submitted Quantity:  EA each

Description:     Price:  USD Per:  EA

Item Variable Description:     Delivery Days:     Not to Extend Price:

Supplier Product Number:     Not Separately Priced:

Manufacturer Part Number:     Status and Statistics

Period of Performance:  -     Overhead Minimum Amount:

External Manufacturer:

Net value:

Acceptable at Origin:

Acceptable at Origin in RFX:

**Parents and Delivery Information**

Details    Add    Save Edit    Call    Clear

Function	Number	Name	Phone Num
Requester		Sime Hamish	604-579-9122

Submit    Save    Read Only    Print Preview    Add    Edit    Expand    Highlight    Guidelines and Alerts (0)



## Create an RFX Response

### 14. Click Notes and Attachments tab

Details for Item abrasive

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

Basic Data Notes and Attachments

Identification

Item Type: Material  
 Product Category: 00514 Abrasives Classifier  
 Product ID:  
 Description: Abrasive  
 Item Variant Description: Original Item  
 Supplier Product Number: 135\_366\_3  
 Manufacturer Part Number:  
 Period of Performance:  
 External Manufacturer:  
 Net Value: 0.00  
 Acceptance at Origin:  
 Acceptance at Origin in RFX:

Currency: United States Dollar  
 Required Quantity: 2 EA each  
 Submitted Quantity: 2 EA each  
 Price: 2500 USD Per: EA  
 Delivery Days: 10  
 Not to Exceed Price:  
 Not Separately Priced:

Status and Statistics  
 Quotation Minimum Amount: 0.00

Partners and Delivery Information

Details Add Demand Mail Call Clear

Partner	Number	Name	Phone Number
Requester		Sara Harmon	404-579-9122

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

### 15. Click Bidder's Remarks, if applicable

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		Abrasives Classifier		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
RFI/Question Text	Empty
Bidder's Remarks	Empty
Supplier's Remarks	Empty
Justification	Empty

Attachments

Add Attachment Edit Description Warning 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 Back Export Import Questions and Answers (0)



## Create an RFX Response

16. If applicable, enter bidder's remarks

A screenshot of a software dialog box titled "Add Bidder's Remarks". The dialog box has a blue header bar with the title and standard window control buttons (minimize, maximize, close). Below the header, there is a label "Bidder's Remarks:" followed by a large, empty yellow rectangular text area for input. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

17. Click OK



# Create an RFX Response

## 18. Click Add Attachment

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			Abrasives Clothlike	1		EA	2,500.00	USD		2,500.00

**Details for Item abrasive**

Item Data    Custom    **Notes and Attachments**    Payment    Conditions    Take Possession    Delivery    Subcontracting

**Notes**

Category	Description
Bids/Auction Text	-Empty-
<b>Buyer's Remarks</b>	We can deliver products with in 10 days
Purchaser's Remarks	-Empty-
Application	-Empty-

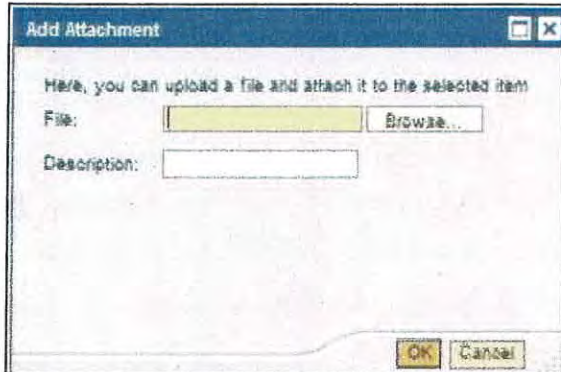
**Attachments**

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



## Create an RFX Response

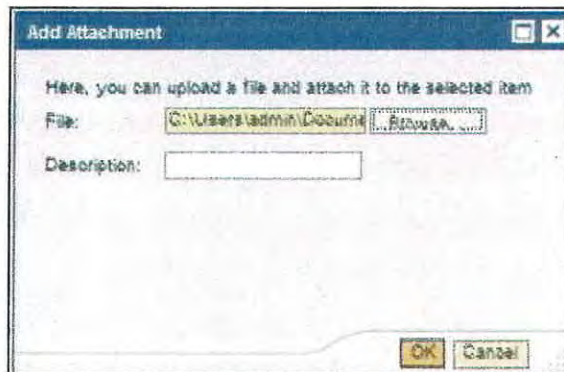
### Add Attachment, if applicable



19. Click Browse

20. Choose File to Upload

21. Click Open



22. Add description

23. Click OK



## Create an RFx Response

24. Click Check

25. Click Submit

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		Abrasives	Coarse	3	2.5A	2,500.00	USD	1	2,500.00	

**Details for item abrasive**

Item Data | Questions | **Notes and Attachments** | Payment | Comments | Task Estimation | Delivery | Submitting

Notes

Category: RFx Auction Item  
 Description: Empty  
 Special Remarks: We can deliver products within 10 days  
 Purchaser's Remarks: Empty  
 Qualification: Empty

Attachments

Category	Description	File Name	Version	Processor	Checked Out	Type	Item ID
Resource Attachment	PRODUCT USE	BOOKMARK	1		<input type="checkbox"/>	link	11

Submit | Save | Mark Only | Print Preview | Check | Save | Export | Import | Get Status and Account (0)



## Create an RFX Response

### 26. Select Close

**Display RFX Response 6000000038**

RFX Response Number 6000000038   RFX Number 3160000291   Status Submitted   Submission Deadline 12/31/2014 12:00:00 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 6000000038 submitted

RFX Information   **Items**   Notes and Attachments   Conditions   Summary   Tasking

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		Abrasives/Construc		2		EA	2,500.00	USD		5,000

Details for item abrasive

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

Notes

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

## New Supplier Registration

All suppliers must be registered to do business with the State of Mississippi. As a supplier, you may register at any point in time. You will need to setup a Paymode-X account before you register for a vendor number.

Go to the State of MS Paymode Website:

[www.paymode.com/mississippi](http://www.paymode.com/mississippi)

Setup your **Paymode-X** account for Electronic Fund Transfer by clicking on "Join Now" (takes 10 minutes):

You will need:

- 1) Company's legal name, main telephone number and all physical and remittance addresses used by you company
- 2) Your Company's U.S. Federal Employer Identification Number (EIN) or Social Security Number
- 3) Your company's bank account information, including ACH routing and account numbers

To Register as a Supplier/Vendor in the State of MS MAGIC system, go to the DFA website:

[www.dfa.ms.gov](http://www.dfa.ms.gov)

Scroll to the quick links at the bottom of the page and click "Supplier Self-Service"

Click the Link: State of Mississippi Supplier Registration, (to begin the registration process)

**NOTE: Make certain that you add your contact information, to include name and phone no.**

### **Supplier W-9 Submission:**

Suppliers who have completed the registration process and have received a User ID and Password must attach a W-9 to their supplier account in MAGIC using the User ID and Password.

After Supplier's W-9 has been uploaded to MAGIC, it must be submitted to the Department of Finance & Administration. This may be done one of three ways listed below:

email to [ofmmagic@dfa.ms.gov](mailto:ofmmagic@dfa.ms.gov) (best option for submission) or fax to 601-359-5525 or

mail via USPS to

Department of Finance & Administration  
Post Office Box 1060  
Jackson, MS 39215-1060

Once this is completed, Vendor should send an email to their Point of Contact at the Military Department to confirm registration has taken place.

Vendors needing help with this process should call MMRS Help Desk at 601-359-1343.