

ADDENDUM NUMBER 1

FROM: CORBETT LEGGE AND ASSOCIATES, PLLC.
POST OFFICE BOX 7370 / 431 WEST MAIN STREET, SUITE 101
TUPELO, MS 38802 / 38804

FOR ANSWERS TO QUESTIONS CONTACT:
JOHN BENJAMIN, PE

PHONE: 662-844-7114

PROJECT: GS #320-086 ARPA MIT. – DCF
DEPARTMENT OF CORRECTIONS
DELTA CORRECTIONAL FACILITY HVAC RENOVATIONS
GREENWOOD, MS
RFx # 3160005637

PROJECT #: 22073

ADDENDUM DATE: FEBRUARY 3, 2023

PLEASE BIND THIS ADDENDUM WITH YOUR SPECIFICATIONS

ITEM 1

REFERENCE: Pre-Bid Meeting Minutes

ACTION: See attached meeting minutes and sign-in sheet from the Pre-Bid Conference held February 2, 2023, at 11:00 am.

ITEM 2

REFERENCE: Drawing Sheet M002 – Mechanical Schedules

ACTION: Add “Air Distribution Schedule” to the sheet. Attached.

END OF ADDENDUM



GS# 320-086

Project Name: ARPA Mit. - DCF

Bid Date: Thursday, February 9, 2023

PRE-BID AGENDA INSTRUCTIONS TO BIDDERS

SECTION 00100

PART 1 - GENERAL

- 1.01 QUESTIONS:** Questions should be directed to the Professional. Should a Bidder find discrepancies in or omissions from, the Drawings or Project Manual, or be in doubt as to their meaning, the Bidder should immediately notify the Professional. The Professional will send written instruction(s) or interpretation(s) to all known holders of the documents. Neither the Owner, nor the Professional, will be responsible for any oral instruction or interpretation.
- 1.03 NON-RESIDENT BIDDER:** When a non-resident Bidder (a Contractor whose principal place of business is outside the State of Mississippi) submits a bid for a Mississippi public works project, one of the following is required and shall be submitted with the Proposal Form:
- A. Copy of Law: If the non-resident Bidder's state has a resident Bidder preference law, a copy of that law shall be submitted with the Proposal Form.
 - B. Statement: If the state has no such law then a statement indicating *the State of (Name of State) has non-resident Contractor preference law* shall be submitted with the Proposal Form.
- 1.08 OBLIGATION OF BIDDER:** At tile bid opening, each Bidder will be presumed to have inspected the site, read and become thoroughly familiar with the Drawings and the Project Manual, including all addenda.

PART 2- PROPOSAL FORM

- 2.02 PROPOSAL FORMS:** The Bidder shall make all proposals on forms provided and shall fill all applicable blank spaces without interlineations or alteration and must not contain recapitulation of the work to be done. No oral or telegraphic proposals will be considered.
- *Make sure your name at Secretary of State and Contractor's Board match.*
- 2.06 ADDENDA:** Any addenda to the Drawings or Project Manual issued before or during the time of bidding shall be included in the proposal and become a part of the Contract. The Proposal Form will have ample space to indicate the receipt of addenda. When completing the Proposal Form, the Bidder shall list the Addendum number and the date received in spaces provided.
- *Note that all addenda's will be issued NO LATER THAN (48) forty-eight hrs before bid time.*
 - *Ask Professional if any addenda's are planned.*

PART 4 - BID OPENING AND AWARD OF CONTRACT

- 4.03 PROTEST:** Any protest must be delivered in writing to the Owner within twenty-four (24) hours after the bid opening.
- *Do not send any protest or errors to the project professional, both must be sent to Owner.*
- 4.04 ERRORS:** Any claim of error and request for release from bid must be delivered in writing to the Owner within twenty-four (24) hours after the bid opening. The Bidder shall provide sufficient documentation with the written request clearly proving an error was made.

PART 5 - BIDDER'S CHECKLIST

The following checklist is for the Bidder's assistance only. It is not inclusive and is **not a part of the bid documents**; therefore, this checklist should not be included with the Proposal Form when submitting a bid proposal.

5.01 **PROPOSAL FORM:** (only one original proposal form to be submitted) (also see 3.01 and 600.42 of Manual)

Base Bid

- () Write in the amount of the base bid in words and numbers. The written word shall govern.

Alternates

- () Write in each alternates amount in words and numbers. The written word shall govern.

Addenda

- () Acknowledge the receipt of each addendum by writing in the number of the addendum and the date received.

Acceptance

- () Proposal is signed by authorized person
() Name of Business - complete spelling of bidder's name and address - exact as recorded at the Secretary of State
[<http://www.sos.state.ms.us/busserv/corp/soskb/csearch.asp>] which should be the same as you applied for at the Mississippi State Board of Contractors [<http://www.msdoc.us/Search2.CFM>] (see 2.07, 3.01, 5.01, proposal form)
() Legal address of the business listed above (at SOS and Contractor's Board)
() Correct Certificate of Responsibility Number(s) as it appears in the current Mississippi State Board of Contractors Roster

Certificate of Responsibility Number(s) on envelope (see below for on proposal form)

- () Base Bid is under \$50,000 and no number is required
() Base Bid is under \$50,000 and the statement "bid does not exceed \$50,000" is on the outside of the sealed envelope
() Base Bid is over \$50,000 and number is required
() Joint Venture and *joint venture* number is required

OR () Joint Venture participants' numbers are required

5.02 **BID SECURITY:**

- () Included Bid Bond

OR () Included Certified Check

5.03 **POWER OF ATTORNEY:**

- () Included Power of Attorney

5.04 **NON-RESIDENT BIDDER:**

- () Attached a Copy of Non-Resident Bidder's Preference Law

OR () Attached a Statement

5.05 **SUB-CONTRACTORS NAME** Refer to 1.04 for responsiveness

- () List your Mechanical and Electrical Contractors regardless of cost
* List name even for under \$50,000
* Fire Protection Sprinkler Contractors do not have to be listed
* If there is a separate HVAC/Plumbing Contractor, so notate as mentioned herein
* If Mechanical, Plumbing, and/or Electrical Contractor is performed by the General, be sure the General has a COR for said discipline and list General's name on the line and COR number mentioned herein

OR * If there is no Mechanical, Plumbing, and/or Electrical Contractor, so notate "none" on the line

5.06 **SUB-CONTRACTORS' COR NUMBER** Refer to 1.04 for responsiveness

- () * List Certificate of Responsibility Number for over \$50,000.00 (also allowed, but not required, for under \$50,000)
* If under \$50,000 – so notate on the COR line "under \$50,000" (or can still show COR#)

OR * If there is no Mechanical, Plumbing, and/or Electrical in Divisions 15 or 16, so notate "none" on the name line and the COR# line as mentioned herein

Division 0

Senate Bill 3062, Laws of 2022

DFA – Bureau of Building, Grounds and Real Property Management

Miscellaneous Requirements – ARPA (PRE-BID)

1. **Suspension/Debarment:** Prior to any award, the Owner will verify that the potential vendor is not suspended or debarred according to SAM.gov (<https://sam.gov/search>)
2. **Affirmative Steps:** All necessary steps must be taken to assure that minority business enterprises, women's business enterprises, and labor surplus area firms are used when possible. The invitation to bid has been posted on the State Procurement Portal, advertised in the newspaper and e-mailed to list of MBE/WBE entities provided by MDA. The following are the affirmative steps identified by the Federal Government:
 - a. Including qualified women's business enterprises and small and minority businesses on solicitation lists;
 - b. Assuring that women's enterprises and small and minority businesses are solicited whenever they are potential sources;
 - c. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority business, and women's business enterprises;
 - d. When the requirement permits, establishing delivery schedules which will encourage participation by women's businesses enterprises and small and minority business;
 - e. Using the services and assistance of the Small Business Administration, and the U.S. Office of Minority Business Development Agency of the Department of Commerce; and
 - f. If any subcontracts are to be let, requiring the prime Contractor to take the affirmative steps in a through e above.
3. **Domestic Preference:** This is not the Buy American Act. ARPA construction contracts include Section 00 7300 ARPA Supplementary Conditions referencing 2 CFR Section 200.322 which addresses the use of domestic products as appropriate and to the extent consistent with law, to the greatest extent practicable, and binds the Contractor to these requirements. Section 01 6000 Substitutions and Product Options includes language addressing procedures regarding use of non-domestic products.
4. **Recovered Materials:** ARPA construction contracts include Section 00 7300 ARPA Supplementary Conditions referencing 2 CFR Section 200.323 which addresses compliance with the Solid Waste Disposal Act that requires use of products containing the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, and binds the Contractor to these requirements. Section 01 6000 Substitutions and Product Options includes language addressing procedures regarding use of products with less recovered content.
5. **UEI:** All entities that will receive ARPA funds must have a current Unique Entity Identifier (UEI). This is not required at time of receipt of bids but will be necessary prior to making bid award, so bidders are encouraged to obtain a UEI number at SAM.gov if they do not already have one.



Corbett Legge & Associates, PLLC
Mechanical & Electrical Engineers

PRE-BID MEETING MINUTES

February 2, 2023

Project Name: GS# 320-086 ARPA Mit. - DCF

Project No.: 220922073

Design Professional: John Benjamin

Meeting Place: Delta Correctional Facility

Meeting Time: 11:00am

Client: MS BOB / MDOC

BOB Project Manager: Heith Newman

Anticipated NTP Date: TBD

Anticipated Comp. Date: 180 Calendar Days
after N.T.P.

PLEASE TURN OFF ALL CELL PHONES

1. Introduction of Project Personnel

2. Summary Description of the Project

The project includes the additions, upgrades, and replacement of HVAC equipment at Delta Correctional Facility to improve indoor air quality and energy efficiency.

3. Verification of Distribution of Contract Documents

4. Bidding Schedule and Receiving of Bids Procedures

- a. Project Bid Date is February 9, 2023. Bids will be received up until 2:00 p.m. in the Office of the Bureau of Building, Grounds and Real Property Management, 501 North West Street, Suite 1401 B, Jackson Mississippi, 39201.
- b. Can be submitted electronically via MAGIC.
- c. Instruction to Bidders (Specification Section 00 21)
- d. Bid Proposal Receiving Process
- e. Information required on the front of the sealed bid envelope (reference Instructions To Bidders)
- f. Bid Security (5% of the Base Bid) accompanied by Power of Attorney
- g. Bidders to pay close attention to Non-Resident Bidders' requirements.
- h. Reference Bidder's Checklist – Part 5

5. Bid Proposal Form

- a. Bid Form provided in Project Manual must be used, unless otherwise directed. Fill-in ALL applicable blanks. Prices for all Base Bid and Alternate must be given.
- b. Time of Completion – Substantially Complete 180 Calendar Days from NTP
- c. Liquidated Damages - \$250 per calendar day.
- d. Alternates – None.
- e. Receipt of Addendum – **Pre-bid meeting minutes to be issued with Addendum #1.**
- f. Guarantee of Work - include certificate of responsibility number and signature of a person authorized to enter into a contract with the owner.

6. ARPA Supplementary Conditions (Specification 00 7300)
 - a. Modify the General Conditions of the Contract, AIA Document A201, Seventeenth Edition, 2017.
 - b. E-Verify Program
 - c. Refer to paragraphs 5.3 – 5.6.1 for ARPA specific requirements.
 - i. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms
 - ii. Domestic Preferences for Procurements
 - iii. Procurement of Recovered Materials
 - iv. 2 C.F.R Pt. 200, App. II – Davis Bacon Act and Certified Payroll
 - v. **Certified payroll and Davis Bacon Act is not required if the bid amount is under \$10,000,000 per Heith Newman.**
7. Special Requirements (Specification Section 01 8000)
 - a. Construction work stages. **Per Barney Poole, two pods will be vacant at a time during the project. Inmates will be relocated as required. One dining hall will be vacant at a time.**
 - b. Building will be occupied during construction.
 - c. Allowance: DDC Building Controls System - \$105,000.
 - d. Engineer's Special Conditions – Part 7
8. The project manual will be used for the Owner-Contractor Agreement, Performance and Payment Bonds and General Conditions of the Contract.
9. Special Conditions & Supplementary Conditions
 - a. No Building Permits are required.
 - b. Temporary/Construction Utilities - Contractor will not be billed for utility usage.
 - c. Worker Identification - all workers are required to wear a photo ID badge at all times, showing name and company.
 - d. Project sign is required. Refer to specification section 01 8000 "Exhibit A"
10. Work and Site Requirements
 - a. Site access – **Site will be accessible from the back gate.**
 - b. Material lay down area – **Material can be stored in the vacant pod as needed. Tools will need to be locked up every night. A storage container can be located inside the back fences area or outside the back gate. Further discussion will take place at the Pre-Construction Meeting.**
 - c. Work Hours – **Guard shift changes are at 6am and 6pm. It was requested that construction hours be between 7am and 5pm. The contractor can work 7 days per week if needed.**
 - d. Construction parking – **Parking is available in the front parking lot and inside the back gate.**
11. Owner's Concurrent Operation at Site and Adjacencies.
12. Access to Site during Bidding Phase – **Coordinate with Warden Stockett for additional site visits. See contact information on attached sign-in sheet.**
13. Communication protocol during Bidding Phase & Issuing of Addenda:
 - a. All questions concerning the plans or specifications to be directed to Corbett Legge & Associates - John Benjamin (jbenjamin@corbettlegge.com).

- b. Request that all questions and comments be submitted by contractors and subcontractors no later than Friday, February 3, 2023 by 2:00 pm.
- c. By state law Addenda cannot go out less than 48-working hours prior to bid date/time. We must have everything in the contractors' hands no later than 2:00 p.m. Monday, February 6, 2023.

14. Comments:

- a. Electrical conduit can be routed on the roof. New conduit to be racked with existing conduit where possible.
- b. Provide new roof supports for natural gas piping, condensate piping and electrical conduit.
- c. Coordinate replacement of kitchen hood exhaust fan and make-up air unit with MDOC. One half of the hood to remain operational at all times.
- d. MDOC request that units on the Administration Building be replace first if possible. Existing equipment is inoperable.
- e. Contractor to provide the Bacnet thermostats as part of the project.
- f. An air distribution schedule for the return grilles will be provided by addendum.
- g. Duct penetrations in the gym and the dining halls to have security bars.
- h. All workers on site will be required to go through a background check. If delivery people stay outside the gate, a background check is not required.
- i. An inventory of tools is required. If any tool is missing, report immediately.
- j. The roof does not have a warranty.
- k. The user does not want any of the removed equipment. They would like their maintenance staff to remove any parts from the existing equipment prior to the contractor disposing of the equipment.



SIGN IN SHEET

Bureau of Building, Grounds and Real Property Management

DATE: 02/02/2023	
MEETING FOR:	GS: 320-086
PROJECT NAME: ARPA Mit. - DCF	
REQUESTED BY:	<input checked="" type="checkbox"/> BoB <input type="checkbox"/> Professional <input type="checkbox"/> Using Agency
PURPOSE OF MEETING:	Pre-Bid

NAME (Please Print)	COMPANY OR ORGANIZATION	WORK NO.	CELL NO.	EMAIL ADDRESS
Heith Newman	BoB	601-359-3887	601-622-7245	heith.newman@dfa.ms.gov
Barney Poole <i>Bar</i>	MDOC	601-507-2338		Barney.poole@mdoc.state.ms.us
<i>WILLIAM TRAVEN</i>	<i>TRISTAR COMPANIES</i>	<i>662-578-4440</i>	<i>662-801-9923</i>	<i>WILLIAM@TRISTARCO.US</i>
<i>Scott Upchurch</i>	<i>Upchurch Plumbing</i>	<i>662-453-6860</i>	<i>662-299-4786</i>	<i>scott@upchurchplumbing.com</i>
<i>Robert Upchurch</i>	<i>Upchurch Plumbing</i>	<i>662-453-6860</i>	<i>662-299-2787</i>	<i>robert@upchurchplumbing.com</i>
<i>John Bonserman</i>	<i>CONCRETE 45552</i>	<i>662-844-7114</i>	<i>662-871-9266</i>	<i>jbonserman@concrete45552.com</i>
<i>FRANK STOKETT</i>	<i>MDOC</i>	<i>662-453-5588</i>	<i>361-0043</i>	<i>FRANK@MDOC.STATE.NJ</i>
<i>Shirley Perry</i>	<i>MDOC</i>	<i>662-455-1217</i>	<i>662-455-1217</i>	<i>SHPerry@mdoc.state.ms.us</i>
<i>Chris Andrews</i>	<i>Robinson Electric</i>	<i>662-843-3978</i>	<i>662-546-2792</i>	<i>chris@robinsonelectric.biz</i>

AIR DISTRIBUTION SCHEDULE							
MARK	MFG	SYSTEM	MOD. NO.	CORE	FACE SIZE	FACE TYPE	MATERIAL
R1	PRICE	RETURN	MSPG	STYLE	AS NOTED	PERFORATED	STEEL
				-			
							REMARKS
							1,2

GENERAL NOTES:

- A. NECK SIZE AS NOTED ON PLANS
- B. UTILIZE COUNTER SUNK SCREWS FINISHED TO MATCH AIR DISTRIBUTION
- C. CONTRACTOR TO VERIFY TYPE OF MOUNTING

- 1. WHITE POWDER COATED FINISH
- 2. 3/16 HOT ROLLED STEEL WITH 5/16 DIAMETER HOLES