

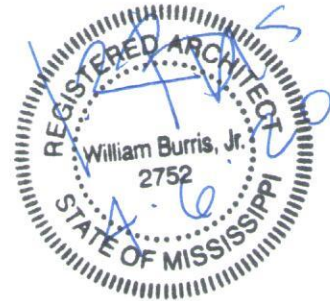
# BURRIS/WAGNON ARCHITECTS, P.A.

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

6 April 2020

## ADDENDUM NO. 4

Re: **GS# 379-002**  
**Naval Reserve Barrack Re-Roof - PH III**  
**Naval Reserve Building**  
**Office of Capitol Facilities**  
**(Department of Finance and Administration)**  
**Jackson, Mississippi**



**Bid Date: Thursday, April 9, 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 TUESDAY, MARCH 31, 2020, 10:00 A.M., at the site. See attached attendance list, and items discussed and clarified below.

- A. Ms. Debbie White of the Bureau of Building presented a Pre-Bid Meeting agenda (attached as Exhibit "A"), discussed bid date and time, location at the 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. White read parts of Section 00100 Instructions to Bidders, 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. White also noted that bids may be submitted electronically -- Memorandum regarding electronic bidding is attached hereto as Exhibit "B". (Bidder must pre-register in Magic).

- B. Ms. White 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, Monday, April 6, 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. Ms. White discussed contract time and the Proposal Form, including the fact that all relevant subcontractor blanks must be filled in.
- D. Architect discussed the overall planning and specification concepts of the Project, with key issues to be explored further in the Documents by the Contractor, as follows:
1. If any bidder needs access to the Barracks Building, please notify the Architect so arrangements can be made with the Owner.

**Item No. 2: BIDS WILL BE RECEIVED AT THE RECEPTIONIST'S DESK ON THE 14<sup>TH</sup> FLOOR OF THE WOOLFOLK BUILDING, NOT CONFERENCE ROOM 145 AS PREVIOUSLY DISCUSSED.**

No other items in this addendum.

Sincerely,



Bill Burris, AIA  
*BURRIS/WAGNON ARCHITECTS, P.A.*

End of Addendum No. 4

**PRE-BID CONFERENCE**  
**GS# 379-002**  
**Naval Reserve Barrack Re-Roof - PH III**

**DATE: Tuesday, March 31, 2020**

**TIME: 10:00 AM**

1. **Open Bid:** Thursday, April 9, 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
3. Telephone and desk, are not provided, for bidders use
4. Bids are taken; until 2:00:00 PM on the Bid Date. The official time clock is located at the Receptionist Desk – 14<sup>th</sup> Floor
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 exact, as listed, with the MS Secretary of State's Office
7. The written bid amounts supersede the numeric amounts
8. Certified Checks are held; until bid award
9. Make sure to acknowledge all addendum on bid documents
10. If applicable, provide Mechanical/Plumbing/Electrical Subcontractors
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 approximately 4 to 5 weeks after bid award
15. Out of State Contractors must submit reciprocating construction law for their resident State
16. Bureau of Buildings is the Owner - Contract will be between BOB and the Contractor. If bid; is sent by UPS/ FEDX or USPS, it is the Bidders responsibility to make sure it is delivered and stamped in before 2:00:00 PM on bid date
- 17.



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

