

# BURRIS/WAGNON ARCHITECTS, P.A.

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

16 July 2020

## ADDENDUM NO. 2

Re: **GS# 101-312**  
**Agriculture Extension Building Interior Improvements**  
**(Elevator Controls)**  
**Alcorn State University**  
**Lorman, Mississippi**



**Bid Date: Tuesday, July 21, 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 MONDAY, July 13, 2020, 11:00 A.M., in the Facilities Building Conference Room at Alcorn State University in Lorman, Mississippi. See attached attendance list and Pre-Bid Meeting notes presented by the Owner, and other items discussed and clarified below.
- A. Mr. Akili Kelly 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. Mr. Kelly read parts of Section 00100 Instructions to Bidders, and noted that Contractors shall thoroughly review the entire Section 00100, including all 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. Bidder should allow time to pass through security, and Covid-19 screening, at Woolfolk Building.
  3. Certificate of Responsibility number shall be written on outside of envelope. 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).
  4. 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.
  5. Written words supersede numbers written on Proposal Form.
  6. Bidder must acknowledge all addenda on the Proposal Form.
  7. 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).
  8. 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).
  9. Mr. Kelly also noted that any bidder interested in submitting his bid electronically should contact him for more information (Bidder must pre-register

in Magic). See also attached Memorandum (Exhibit "A") regarding electronic bidding.

- B. Mr. Kelly 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, Thursday, July 16, 2020. 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 (if none, write "N/A" in appropriate blank(s)). The subcontractors listed on the Bid Form MUST be used for the Project.
- 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 match exactly 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. Architect discussed the overall planning concepts of the Project, including scope of Base Bid, and two (2) Add Alternates. Bidders were referred to the Section 14240 for Elevator scope of work.
- F. Dr. Posey noted that masks (or face shields) will be required for all work inside the building.

No other items in this addendum.

Sincerely,

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

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

End of Addendum No. 2



**STATE OF MISSISSIPPI**  
GOVERNOR PHIL BRYANT

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

Laura D. Jackson  
EXECUTIVE DIRECTOR

**M E M O R A N D U M**

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**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

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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://upperform.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



**PRE-BID MEETING FOR  
GS # GS 101-312 Ag Extension Elevator Controls**

**Items**

1. Bid Time/Date: 2:00 pm on Tuesday – July 21, 2020 at the Bureau of Building Conference room 14<sup>th</sup> floor (501 N. West St. Ste. 1401B).
2. Bidders will also be able to attend the opening via conference call. The conference call phone number is (978) 990-5311. The access code is 7268796
3. Certified Bid Tabulations will be posted on the Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management website as soon as available following bid openings.
4. Limited guest parking in parking garage; metered parking available.
5. Check-in through security and receive temporary paper badge.
6. If bid is requested back after it is stamped in, it will have to be re-stamped.
7. Certificate of responsibility number must be on envelope.
8. Refer to BOB website for electronic bidding procedures.
9. Business name as listed at the Secretary of State's office.
10. Only one original bid will be required.
11. The written bid will supersede the numeric bid amount.
12. Certified checks will be held until award.
13. Acknowledge addendum.
14. Fill out mechanical/electrical subcontractors completely.
15. 24 hour time to review/protest bids.

16. Must hold price for 45 days per specifications.
17. Notice to proceed will be issued once contracts have been approved.
18. Contract will be between Bureau of Building and the Contractor.