

**NOTICE OF PROPOSED RULE ADOPTION  
STATE OF MISSISSIPPI  
Department of Finance and Administration through the  
Bureau of Building, Grounds and Real Property Management**

Department of Finance and Administration  
through the Bureau of Building, Grounds and RPM  
c/o Tricia Weir, Contract Analyst Senior  
501 North West Street, Suite 1401B  
Jackson, Mississippi 39201 Hand Delivered  
601-359-3621 weirt@dfa.state.ms.us

Specific Legal Authority authorizing the Promulgation of  
Rule: none

Reference to Rules repealed, amended or suspended by the  
Proposed Rule: none

**Explanation of the Purpose of the Proposed Rule and the reason(s) for proposing the rule:**

Clarification of the requirement for Mechanical and Electrical Contractors on Bidders' Proposal Form by amending the wording in 5.05 of the Bidder's Checklist; adding a 5.06 on the Bidder's Checklist; amending the wording on the Mechanical / Electrical Contractors' Section of the Bid Proposal Form.

This rule is proposed as a  Final Rule, and/or a  Temporary Rule (Check one or both boxers as applicable.)

Persons may present their views on the proposed rule by addressing written comments to the agency at the above address. Persons making comments should include their name and address, as well as other contact information, and if you are an agent or attorney, the name, address and telephone number of the party or parties you represent.

**Oral Proceeding:** Check one box below:

An oral proceeding is scheduled on this rule on Date: {Insert Date} Time: {Insert Time}  
Place: {Insert Place}

If you wish to be heard and present evidence at the oral proceeding you must make a written request to the agency at the above address at least \_\_\_\_ day(s) prior to the proceeding to be placed on the agenda. The request should include your name, address, telephone number as well as other contact information; and if you are an agent or attorney, the name, address and telephone number of the party or parties you represent.

An oral proceeding is not scheduled on this rule. Where an oral proceeding is not scheduled, an oral proceeding will be held if a written request for an oral proceeding is submitted by a political subdivision, an agency or ten (10) persons. The written request should be submitted to the agency contact person at the above address within twenty (20) days after the filing of this notice of proposed rule adoption and should include the name, address and telephone number of the person(s) making the request; and if you are an agent or attorney, the name, address and telephone number of the party or parties you represent.

**Economic Impact Statement:** Check one box below:

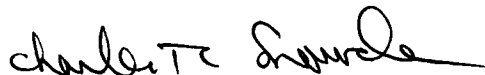
The agency has determined that an economic impact statement is not required for this rule because amendments are due to some industry changes (AIA documents), and/or insignificant, clerical, and involve no money and are intended to ensure uniformity in all forms and documents used in connection with construction projects under the Bureau's jurisdiction.

The concise summary of the economic impact statement required is attached.

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

Date Rule Proposed: December 11, 2009

Proposed Effective Date of Rule: January 11, 2009



Signature and Title of Person Submitting Rule for Filing

Charles R. Snowden, Director, Bureau of Building, Grounds and Real Property Management

## 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.msboconline.com/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

\*\*\* END OF SECTION \*\*\*

**Division 0**

**PROPOSAL FORM**  
**SECTION 00300**

To: Bureau of Building, Grounds and Real Property Management  
501 North West Street, Suite 1401B [Woolfolk Building]  
Jackson, Mississippi 39201

Re: Project # \_\_\_\_\_  
Project Title \_\_\_\_\_  
Location \_\_\_\_\_

I propose to complete all work in accordance with the Project Manual and Drawings within \_\_\_\_\_ consecutive calendar days for the sum of: (Professional must specify number of days)

**BASE BID:** (Write in the amount of the base bid in words and numbers. The written word shall govern.)  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

**ALTERNATES:** (Write in the amount of all of the alternates in words and numbers. The written word shall govern.)

**Alternate #1** ( ) Adds ( ) Deducts

Dollars (\$\_\_\_\_\_)  
Description \_\_\_\_\_

**Alternate #2** ( ) Adds ( ) Deducts

Dollars (\$\_\_\_\_\_)  
Description \_\_\_\_\_

**Alternate #3** ( ) Adds ( ) Deducts

Dollars (\$\_\_\_\_\_)  
Description \_\_\_\_\_

**Alternate #4** ( ) Adds ( ) Deducts

Dollars (\$\_\_\_\_\_)  
Description \_\_\_\_\_

**Alternate #5** ( ) Adds ( ) Deducts

Dollars (\$\_\_\_\_\_)  
Description \_\_\_\_\_

**Division 0**

**ADDENDA ACKNOWLEDGMENT:** (date below can be the date Addendum was issued OR the date Addendum was received by Bidder)

No. 1 Date \_\_\_\_\_ (#1 included in Bid Documents) No. \_\_\_\_\_ Date \_\_\_\_\_  
No. \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Date \_\_\_\_\_  
↑Complete all lines including #1↑

**ACCEPTANCE:**

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name and Title \_\_\_\_\_  
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)

Address \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

■ Certificate of Responsibility Numbers(s):

\_\_\_\_\_  
\_\_\_\_\_

■ Attach copy of Non-Resident Bidder's Preference Law (5.04 of Bidder's Checklist)

■ **Mechanical / Electrical Contractors:**

Divisions 15 & 16 of the Specifications of the BoB Standard Form Of Agreement Between The Owner And The Contractor

List the Mechanical / Plumbing / and/or Electrical Contractors in accordance with 5.05 and 5.06 of the Bidder's Checklist.

Mechanical Contractor: \_\_\_\_\_ Certificate of Responsibility No. \_\_\_\_\_  
Plumbing Contractor: \_\_\_\_\_ Certificate of Responsibility No. \_\_\_\_\_  
Electrical Contractor: \_\_\_\_\_ Certificate of Responsibility No. \_\_\_\_\_  
Complete all lines in some manner per 5.05 even for under \$50,000 ↑ Complete all lines in some manner per 5.06 ↑

■ Mississippi Department of Agriculture & Commerce  
Bureau of Plant Industry  
Landscape License Number \_\_\_\_\_ MS Code 69-19-1 – 69-19-15  
↑Complete for prime landscaping projects

**Division 0**