

CHANGES BEFORE JULY 1, 2011

CHANGES TO BOB (CONSTRUCTION) MANUAL “AND OTHER CHANGES”

PLEASE NOTE: when you wish to print the Procedure Manual pages from our web page, you must experiment **until you get your printer settings** fixed to make the page look like it does in the Procedure Manual. Every printer has different configurations; therefore, the pages may print out differently on each printer. This would be especially important to the pages that will go in the Owner/Contractor Agreement (Construction Contract).

NOTE: any lines which have been “drawn through” below are left in the list for your information – but the change also appears in a more recent update listed below (therefore, you **can ignore lines which have been struck through** – moving on to the following updates). However, sometimes lines have not been drawn through but **BOB has tried to reference any other numbers** that refer to the same section. (*italics are for interoffice BOB information only*) Any items that say “have not gone to SOS” are for interoffice BOB use – however, item will go to SOS in the future but will wait for significant changes because change is currently insignificant, clerical, and/or 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)

It is hard to keep track of all the changes to the Manual - - we highly recommend that **each time you do research or print documents, that you **PRINT FROM OUR WEB** which will be up to date with the most recent changes.**

CHANGES TO MANUAL

1995 with 1996 Revisions BOB Manual. (7/11/95 Sec of St; 4/2/97 PPRB; 11/19/99 SAF)

Before #1: January 25, 2001 SOS approval: this happened before distribution started. Added Section 400.10 ITS (see #30 below); ~~amended Instructions to Bidders~~ (amended in #8 below at a later date); Amended Insurance Certificate; ~~changed from 1987 to 1997 General Conditions~~ (see #1 below); Amended the Supplementary Conditions to go with the 1997 General Conditions; ~~amendments to Appendix 800 F&E~~ (see #6 below); added Manager Paragraphs to Professional Percentage Contract and new fee schedule in 6.2.

1. December 21, 1999 – mass mail-out letter to A/E firms notifying said firms of a change from the 1987 General Conditions to the 1997 General Conditions- (11/19/99 SAF and 1/25/01 Sec of St) See #s 46, 53, 55 below.
2. ~~June 13, 2000 and again August 11, 2000 – Section 600.40 – mass mail out letters to A/E firms pertaining to the addenda time from twelve hours to forty eight hours (amended in 9(1) below) (10/27/00 SAF and 1/25/01 Sec of St)~~
4. December 19, 2000 – (10/18/01 SAF and 8/6/01 Sec of St) - mass mail-out letter with the new pages to A/E firms dealing with director name, addresses, etc. for Division O and Division 1 and some individual pages for Section 600, Section 700, Change Order Form, and Pay Request Form. **(individual pages amended below)**
5. ~~May 2001 – added mechanical and electrical subs on proposal with said change distributed in the mass mail out mentioned in (see 8,9,17,33,34,40,42,44a, 57)~~

#___ May 2001, et al (No mass mailout..

These are form changes, not procedure changes, for the Using Agencies and/or Professional. Has not gone to the SoS because it is a form change, not a procedure change 7/13/11 PPRB & 7/31/11 SoS and 7/19/11 SAF)

The following are revised May 2001, et al, and are in the manual as revised

Appendix 200.12 Declaration of Emergency by Using Agency

Appendix 200.5 RR-CI-PP letter

Appendix 200.5 Project Data Form, Data Form Instructions,

Project Data Summary Form, Summary Form Instructions.

(all these forms further changed around 2004 and 2010 when Data changed to the Impact Form – *has not gone to SoS nor changed in the manual for the 2nd Revision* 7/13/11 PPRB & 7/31/11 SoS & 7/19/11 SAF)

Appendix 200.17 Notification to Transfer Funds (added letter from Accounting for clarification of Transfer)

Appendix 400.6/B M54 (fax, email, etc.)

Appendix 600 Professional App for Payment (August 2005)

Appendix 400.9/D Prof Cont Review Form (31-11-3.7)

NOT IN MANUAL

3. October 17, 2000. No distribution to Professionals because all changes were interoffice BOB procedures or distributed to Professionals in another mailout (i.e. manager, crisis center, proposal, exhibit, CGH, Codes, F&E, Ins., 12 hours to 48 hours) (10/17/00 SAF and 1/25/01 Sec of St)

Appendix 700.20 Change Order adding who requested CO
Appendix 700.2 Preconstruction Conference Agenda
Appendix 400.7 Standard Reimbursement Form (replaced)
Appendix 800.15 F&E Ad for Bids
Appendix 800.37 F&E Contract
Appendix 800.39 F&E Pay Request

6. June 2001 – no mail-out but continuation of address corrections for BOB moving from Sillers to Woolfolk, including Section 800 and Appendix 800.

8. December 2001 – (12/13/01 SAF and 1/23/02 Sec of St)(see #5 above) - mass mail out letter to A/E firms saying “refer to web” for:

(1) ~~Division O bid proposal (incorporating mechanical and electrical sub-contractors);~~ (amended in 9(2) below) (see 5,9,18,22,34,40,42,44a, 57

(2) 9.11.1 Supplementary Conditions (added last 10 words – “unless circumstances dictate otherwise in the discretion of the owner”);

(3) 4.06 of Instructions to Bidders (removed “the required”);

(4) Section 300.7 (added “d” and “e” fee schedules and building types);

(5) Percentage Contract 2.2.2 (added “estimated” days).

9. January 2002 – message on web and by e-mail to A/E firms (having submitted their e-mail to us)(no mail-out)

1. 600.40 - clarifying that Section 600.40 (mentioned in #2 on June 13, 2000 above) should read “within two working days” (not 48 hours) per Attorney General Opinion. (and per the Code Section 31-7-13(c)(ii) sometime after 1/2002) (clarification only – ~~no SAF and no Sec of St~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF)

2. Bid Proposal – (mentioned in 8(1) in December 2001 above) (clarification only – SAF and Sec of St approval reflected in 8 above)

~~a. the Mechanical Sub and his certificate of responsibility number must be listed on the proposal when the mechanical contract is over \$50,000.00; (see #s 5,8,18,33,34,40,42,44a, 57 herein) See 57 below.~~

~~**AND**~~
~~b. the Electrical Sub and his certificate of responsibility number must be listed on the proposal when the electrical contract is over \$50,000.00 (see #s 5, 8,18,33,34,40,42,44a, 57) See 57 below~~

3. 600.55 - Rule #13 changed to Rule #12 in the Board of Contractors Rules and Regulations. (7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF)

10. January 2002 – no message (except here) 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

1. Division O, Section 1.2.2 Specifications – added lines for “X” by specifications used.
(Please be sure Section 1.2.2 Specifications **exactly** agree with your index and **exactly** agree with the specifications inserted in the back. If you line through, you will have to get the contractor to initial in the margin.)

7. October 18, 2001 for digital records in professional contracts. No distribution to Professionals because not used yet. (10/18/01 SAF and 8/9/01 Sec of St) (not in the manual per #13 below)

11. September 2004 (no mass mailout because changes are reflected on Professional Contract and Memo distributed at Bid Opening)(not in manual per #13 below)(see also #13, #21, #24 and #26)

1. Percentage A/E Contract 5.2.1 - amended Codes
1. Percentage A/E Contract 2.8.3 – number of signed Contract Documents
2. Percentage A/E Contract 2.8.5 and 2.9.12 – electronic submittals
3. Percentage A/E Contract 1.5.9 – electronic reimbursement
4. Roofing A/E Contract 5.2.1 – amended Codes
5. Roofing A/E Contract 2.5.3 – number of signed Contract Documents
6. Roofing A/E Contract 2.5.5 and 2.6.12 – electronic submittals
7. Roofing A/E Contract 1.5.5 – electronic reimbursement
8. Procedure Manual 400.1 – amended Codes
9. Procedure Manual 600.57 – changed requirement of 4 Official (signed)

Contract Documents to 2 Official Contract Documents (and any additional copies requested by the Bureau – request is distributed at Bid Opening) and electronic submittals

10. Procedure Manual 700.40 – electronic submittals
11. “How to Prepare Contract” Memo distributed at Bid Opening (pertaining to number of copies and electronic submittals) (see #27 below)

12. March 8, 2005 - Section 700.28 (per 7-1-02 Code amendment) (3/08/05 Sec. Of State)

**700.28
RETAINAGE**

Mississippi Code § 31-5-33. Amount of retainage which may be withheld:

(1) *In any contract for the construction, repair, alteration or demolition of any building, structure or facility awarded by the State of Mississippi, . . . which contract provides for progress payments in installments based upon . . . percentage of . . . such retainage shall be **five percent (5%)** . . .*

*On any contract . . . of which the total amount is **Two Hundred Fifty Thousand Dollars (\$250,000.00)** or greater, or on any contract with a subcontractor, regardless of amount, **five percent (5%)** shall be retained until the work is at least fifty percent (50%) complete, on schedule and satisfactory in the architect's and/or engineer's opinion, at which time fifty percent (50%) of the retainage held to date shall be returned . . . for distribution to the appropriate subcontractors and suppliers. Provided, however, that future retainage shall be withheld at the rate of **two and one-half percent (2 ½%)**.*

- 12A. July 1, 2006 Code 31-5-25 changed 60 days to 45 days for payment. (~~has not gone to SoS~~) 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

16. January 2008 – (2/19/09 SOS & 3/4/09 PPRB approval) added lines for phone, fax, and email plus landscape license number (if applicable) on the bid proposal in Division 0. Mass email sent. (see 5,8,9,18,33,34,42,44)

13. August 24, 2006 –

Removed Professional Contracts from Procedure Manual. These can be found on the BOB web page under “forms”.
Contracts were only an example and not a policy or procedure.
(04/24/06 Sec. of State)

A/E Professional Contract – 3.4.4 - Removed reference to printing in-house (3.3.4 in Roofing Contract) (see also 11, 21, 24, 26)

3.4.5 (3.3.5 in Roofing Contract) The Professional shall anticipate printing costs “for the entire project”. When printing for the entire project totals over \$3,500.00, then two printing quotes are needed with submission to the Owner and approval by the Owner. When printing for the entire project totals over \$15,000.00, then printing bids are needed by the Professional with submission to the Owner and approval by the Owner.

14. March 2007 - (not in manual per #13 above) Inserted the same Section 8 regarding E&O Insurance into the Roofing Contract as appears in the Percentage Contract. No memo sent to Professionals. This has been a requirement addressed in the Contract Transmittal Letter for some time with the Section being put in the Roofing Contract in March 2007. The Contract Transmittal Letter for Roofing mentions this change.
15. November 2007 per 2007 Legislative Session (Code 31-7-13) changes bidding/advertisement/quotes rules from \$3,500.00 to \$5,000.00 and \$15,000.00 to ~~\$25,000.00~~ (see #46 below). (300.5, et al) (Mass email sent 11-21-07) 3.4.5 in Percentage Contract. 3.3.5 in Roofing Contract. (not in manual per #13 above) (see #46)
17. January 2008 – in the roofing contract (not in the manual per #13 above) – in ~~2.3.2~~, 2.5.4, 2.8.5, and 2.8.7 - changed Article 8 to Article 9. (no notification sent – notification will be evident in the Section when Contract is issued). (2.3.2 see #41 below. 2.3.2 is about Roofing Policy. 2.5.4, 2.8.5, 2.8.7 is about asbestos) (see also #41)
18. January 2008 - Addendum Memo (not in the manual) – added Addendum No. 1 Dated _____ at the top and added a box to be checked if Professional wishes to “omit” commissioning from the Addendum. Mass email sent. (also see #18,22,29,31,34,35) (See also 34, 44a, 46 herein)

20. February 11, 2008 – (*not necessary to SOS*) Changed Bureau Director to Charles R. “Rick” Snowden, Director, Bureau of Building, Grounds and Real Property Management (David L. Anderson became Deputy Executive Director, Department of Finance and Administration) Mass email sent. This will appear in the Professional Contracts and Construction Contracts on the signature page and the advertisement.
7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

(in the manual) No wording was changed – put 9.11 and 9.11.1 in correct numerical order in the Supplementary Conditions. (there is basically no change in this item but some people noticed that the pages printed differently when the paragraphs were moved) No email was sent since no procedure was changed.

19. January 2008 – (not in manual per #13 above) Inserted the same Section regarding E&O Insurance into the F&E/Interiors Contract as appears in the Percentage and Roofing Contracts as Section 6. No memo nor email sent to Professionals. The Contract Transmittal Letter for F&E/Interiors mentions this change.
21. February 12, 2008 - Electronic submittals in Percentage Contract 1.5.9, 2.8.5, 2.9.12 and Roofing Contract 1.5.5, 2.5.5, 2.6.12 is amended to require .pdf format. Mass email sent. (see also #11, 13, #24 and #26)
22. March 6, 2008 – Addendum Memo (not in the manual) - made the Addendum Memo and attachments read a little smoother on the BOB web page. This item does not appear in the BOB Procedure Manual – but some people are tracking any changes. The specific reference was added for your convenience to each attachment as to whether the attachment reference is found in the Manual, Division 0, Division 1, etc. ((also see #18,29,31,34,35)
23. See #43 herein
~~April 8, 2008 – (not in the Manual per #13 above) Section 9 in the Roofing Contract and Section 10 in the Percentage Contract – asbestos’ addresses: Mass email was sent. The Seruggs Law Firm, P.A. with copy to: Michael Lanford, Deputy Attorney General, Post Office Drawer 1136, Oxford, Mississippi 38655. Attorney General’s Office, State of Mississippi, Post Office Box 220, Jackson, Mississippi 39205~~

(amended by 51a below)

24. April 10, 2008 – (not in manual per #13 above) regarding in-house printing (see also #11, 13, 21 and 26)
Percentage Contract 1.5.9, 2.8.5, 1.9.12 and 3.4
Roofing Contract 1.5.5, 2.5.5, 2.16.12, 3.3
(no mass email sent because revised sections are not retroactive and begin with A/E contracts after 4-10-08 and will be evident in new Owner/Professional Contracts.)

The main idea behind these changes is the addition of this sentence: All printing of documents or electronic submittals “in house” must be supported by an outside quote and must not exceed the cost of said quote, and must be in accordance with 3.4.5 [or 3.3.5] below.

25. April 17, 2008 – (not a change to manual) – this was a mass email FYI:

The first part of this #25 is to ALL Engineers, Engineering firms, and Architectural firms who employ Engineers on their staff.

The second part regarding Secretary of State's office is for ALL firms.

Engineering Board:

"Engineers individually" must be registered at the Engineering Board.

Then the "Firm" must be registered at the Engineering Board separately.

"Firm" goes for an Engineering Firm OR an Architectural Firm with staff Engineers.

They will register the engineer one month and then the next month will register the firm (upon your request)

See Code 73-1-1 and 73-13-1. The firm registration started in 2005.

There is a link to the Code as well as a link to the Engineering Board on the Bureau's web site under "useful links" =

<http://www.dfa.state.ms.us/Offices/BOB/links.htm>

The Bureau will diligently check your registration at the Engineering Board before appointment. (we will follow today with a separate email to Engineering Firms that we find are not registered who have submitted an M54 to our Bureau. We have not checked individual Engineers nor Architectural Firms. Please follow up on this with the Engineering Board Roster on line. Note in looking that you may have to search for ABC or A B C [with spaces]).

Secretary of State:

See Code 79-4-15.01 regarding Certificate of Authority if you are doing business in the State of Mississippi for more than 30 days. I believe this pertains to out of state firms - however, upon appointment, this Office will diligently check your incorporation information at the Secretary of State's web site. The name at the SOS is the name we will use. Please be sure your firm name is correct. There is a link to the SOS at the Bureau's web site under "useful links". = <http://www.dfa.state.ms.us/Offices/BOB/links.htm>

26. May 28, 2008 – (not a change to manual) – no email was sent – this change will be picked up when contracts are distributed: (see #11, #13, #21, and #24). 2.8.5 Percentage Contract and 2.5.5 of Roofing Contract: – changed “30 days after bids” to “30 days after award by Owner”
27. June 23, 2008 – (not a change to manual) An addition to the Memos distributed to Professional at bid opening on: “Instructions After Bidding for Awarding Contract” by adding a new #1 and #2 anticipating timeliness regarding completion and submittal of contracts
AND
“How to Prepare Construction Contract” by adding sentence about #1 and #2 mentioned above. (see #11 above)
28. July 1, 2008 – (not a change to manual – but a change to procedures by law) – mass email was sent. (changes \$50,000.00 to \$75,000.00) 73-13-45. (1) (a) Neither the state, nor any of its political subdivisions, such as a county, city or town, shall award construction contracts of any public work involving the practice of engineering or architecture unless the plans, specifications and estimates have been prepared and such work supervised by a registered professional engineer or architect; provided, that nothing in this subsection shall be held to apply to such public work wherein the expenditure does not exceed Seventy-five Thousand Dollars (\$75,000.00)
29. July 2, 2008 – *(has not gone to Sec. of State – do so when Addendum Memo is incorporated in the Manual)* (mass email sent)

this is a change to Addendum Memo regarding 700.19 in Manual and 01500 in Division One regarding Project Sign omitting Pantone blue and gold as shown below:
Replace 700.19 and replace 01500 J (1, 2 and 3 with the following 1 and 2)
1. The Contractor will erect on adequate supports and maintain one (1) neatly constructed and painted 3/4" thick plywood sign approximately four feet by eight feet (4' x 8'). The Professional will provide the colors, letters, layout and location of the sign. No other signs will be displayed on the job site without permission of the Professional. The displaying of sign advertisements is strictly prohibited
2. Sign to be white background with black lettering/seal. Text style to be Times New Roman. Color of rectangular field at bottom to be selected by Owner. Provide custom Using Agency logo at circular white field of up to three additional colors. No corporate logos for Architect or Contractor shall be permitted. Where additional rendered signage is specified elsewhere, it shall consist of (1) or (2) additional 4'x8' panels, contiguous to the right side of primary project sign. ((also see #18,22,31,34,35)

30. July 18, 2008 (mass email sent to A/Es 072208 and to Institution/Agencies 072408) (See #31 and #32 herein) <http://www.dfa.state.ms.us/Offices/BOB/BOBProcMan.htm>
1. Added Sections 400.10 and 400.11 to Manual **Index**. (400.10 is spoken to in #29.1 above and was added to Manual on 1/25/2001 but not to the Index) (Index addition is 2/19/09 SOS & 3/4/09 PPRB approval)
 2. Added Section 400.11 to Manual. (per SB3007, L'08) *(approved by 06/04/08 PPRB and 07/15/08 Secretary of State)*
 3. Manual Section 500.5.7. Energy: Energy **and sustainability** considerations **(400.11)** (added the words in bold)
 4. Manual Section 600.5.7. Energy: Energy **and sustainability** considerations **(400.11)** (added the words in bold)
- 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

Further Section 400.11 explanation in the Institution/Agency email from BOB Director:

A summary of key points of the policy are listed below.

STATE FUNDED BUILDINGS

"State Funded Buildings" means those projects and buildings for State Agencies and entities receiving funds as a result of legislative action. The legislative funding may be as a result of direct appropriation or bond sale authorization.

ENERGY PERFORMANCE

The energy to which the legislation refers is the International Energy Conservation Code, 2006. By reference and direct inclusion, ASHRAE Guideline 90.1: 2004 is the guideline by which energy performance shall be measured.

On facilities where such reduction does not have a defined cost benefit to the State or does not support good engineering practice, waivers may be obtained in accordance with the criteria defined in the policy.

COMMISSIONING

The Bureau of Building, Grounds and Real Property Management currently has six firms under contract for the providing of Commissioning Services. These may be used, as well as any other firm meeting the defined criteria.

RATING SYSTEM

No specific rating system is included in the policy. It is the intent of the Bureau to evaluate systems in consultation with Using Agencies and design Professional. A consensus recommendation and implementation of a uniform rating system is the desired result.

31. July 18, 2008 (see #30 & #32 herein) (mass email sent to A/Es 072208 and to institution/Agencies 072408) ((also see #18,22,29,34,35)
http://www.dfa.state.ms.us/BOB_main/documents/PERCENTNov07Feb08May08July08.pdf

1. Amended 2.4.1.7 and 2.5.6 in the Percentage Professional Contract pertaining to Manual 400.11 / SB 3007 L'08 / Sustainability

.7 **Energy: Energy and sustainability** considerations (**Manual 400.11**) (added the words in bold)

2. Added 7.10.3 E-Verify and 7.10.2 E-Payment to Percentage Contract and 6.10.3 E-Verify and 6.10.2 E-Payment to Roofing Contract **See #52 herein**

3. Added E-Verify to Addendum Memo (E-Payment was already on there)
http://www.dfa.state.ms.us/BOB_main/documents/AddendumMemo.pdf

4. Added a line for Project Name/Number on the Minority Participation Form that is due 7 days after NTP
http://www.dfa.state.ms.us/BOB_main/documents/minorityparticipationformexhibitb.pdf

32. September 18, 2008 (this is a continuation of #30 and #31 herein) (mass email sent to A/Es 091808) (energy is in the manual – commissioning in detail is not in the manual yet)

SB 3007 addresses energy in #30 and #31 herein. SB3007 also addresses Commissioning:

For Commissioning on a Project, the Bureau of Building, et al, considers scope, complexity, and funds, as well as the square feet mentioned below.

Section 1 (4) A nationally certified commissioning authority professional shall certify that the major facility project's systems for heating, ventilation, air conditioning, energy conservation and water conservation are installed and working properly to ensure that each major facility project performs according to the major facility project's overall environmental design intent and operational objectives

Section 1 (5). For purposes of this act, a major facility project shall mean either:

(a) A state-funded new construction building project which is:

(i) From July 1 [2008] through December 31, 2009, the project shall be larger than twenty thousand (20,000) gross square feet;

(ii) From January 1, 2010, through December 31, 2010, the project shall be larger than fifteen thousand (15,000) gross square feet;

(iii) From January 1, 2011, through December 31, 2011, the project shall be larger than ten thousand (10,000) gross square feet; and

(iv) From January 1, 2012, and thereafter, the project shall be larger than five thousand (5,000) gross square feet;

(b) A state-funded renovation project which involves more than fifty percent (50%) of the replacement value of the facility.

Section 1 (6). A major facility project shall not mean a building, regardless of size, which does not have conditioned space as defined by Standard 90.1 of the American Society of Heating, Refrigerating, and Air Conditioning Engineers.

Effective from and after July 1, 2008

33. September 23, 2008. (2/19/09 SOS & 3/4/09 PPRB approval)

This is a change to the Proposal Form in Division 0 of the manual.
Distributed to A/Es by mass email. (See #16 herein)
Mississippi Department of Agriculture & Commerce Bureau of Plant Industry
Landscape License Number _____ (for prime landscaping projects)
MS Code 69-19-1 – 69-19-15
Change is: “(for prime landscaping projects)” changed from “(as applicable)”

34. September 25, 2008: (2/19/09 SOS & 3/4/09 PPRB approval)

This is a change mainly to the Proposal Form in Division 0 of the manual.
Distributed to A/Es by mass email. (See 5,8,9,18,33,34,40,42,44a & 22 herein)
(also see #18,22,29,31,35)

~~(1) second page of proposal form clarified mechanical and electrical Contractor.~~ See 57 below) (with notes and changing sub-contractor to contractor)

(2) this change in #1 slightly affects 5.05 of bid checklist (sub-contractor to contractor)

(3) added wording on the second page of the proposal form by Addendum 1 indicating that Addendum 1 (the Bureau's Memo) is included in the bid documents – Professional will need to add the date since it varies from project to project. (see # 18,44a)

(4) this change in #3 slightly affects 1.2.3 on page 10 of the contract

36. October 17, 2008. (2/19/09 SOS & 3/4/09 PPRB approval) Added “LLC” as one of the choices on page 9 of Division 0 in the incorporation section for Contractor. Distributed to A/Es by mass email. #37 & #47 herein.

35. October 13, 2008 – Addendum Memo (not in the manual) - made some typo corrections to the Addendum Memo. This item does not appear in the BOB Procedure Manual – but some people are tracking any changes. (also see #18,22,29,31,34)

1. Item 1, 4th line, changed 13.16.1 to 3.16.1

2. Item 10, added a J3, which was in the Addendum Memo before I made the July 2, 2008, changes (#29 herein)

3. Noted that Project Sign is also mentioned in 600.31 of the BOB Procedure Manual (changed by this Addendum Memo and has not gone to SOS yet)

37. October 17, 2008. Added “PA” and “PLLC” as one of the choices on the signature page of Percentage and Roofing Contract in the incorporation section for Professional (under corporation). Distributed to A/Es by mass email (is not a manual change – just a form change). (36 and 47 herein)

38. October 22, 2008 – . (not to SOS because it is not a change to 600.30)

Addendum Memo (not in the manual) added a #13 which does not change BOB Manual 600.30 but adds more details regarding the plaque and gets it located in the Owner/Contractor Agreement instead of just in the Manual. These same details were sent by mass emails to A/Es on 3-12-2007.

39. December 5, 2008 – Contracts (not in the manual) changed 2.1.1 & 2.1.2 regarding time as follows:

Percentage Contract:

2.2.1 The Professional shall perform services as expeditiously as is consistent with Professional skill and care and the orderly progress of the Work. The Professional shall submit for the Owner's approval, an estimated *Schedule of Performance* of services in 2.2.2. This *Schedule* may be adjusted as the Project proceeds and shall include allowances for periods of time required for the Owner's review and approval of submissions and for approvals of authorities having jurisdiction over the Project. This *Schedule*, when approved by the Owner, shall not, except for reasonable cause, be exceeded by the Professional. **The Initial Meeting Date referenced below is the latter of the Pre-Design Conference or the OPR Workshop for the Commissioning Agent, if required, as scheduled by the Owner.**

2.2.2 The estimated *Schedule of Performance* described in Subparagraph 2.2.1 shall be in the following format: (Type)

.1 Professional services beginning date will be **the Initial Meeting Date**

40. January 1, 2009 – (2/19/09 SOS & 3/4/09 PPRB approval) - distributed to A/E's by mass email:
- changed 3.01 of Instructions to Bidders deleting the requirement for a duplicate proposal form at bid opening (see also #44)
 - amended 2.04 of Instructions to Bidders adding (1) a line regarding base bid being written out in words and figures; and (2) that "written out carries" for base bid and all alternates
 - 5.01 of Instructions to Bidders Check List about written out carries and no duplicate copy of proposal form is necessary (see also #44)
 - added the words on the proposal form "Write in the amount of the base bid in words and numbers. The written word shall govern" and "Write in the amount of all of the alternates in words and numbers. The written word shall govern" on the proposal form
 - 600.42 wording changed deleting the requirement for a duplicate proposal form at bid opening (see future SOS submittal for 600.42)

42. February 19, 2009 (~~has not gone to SOS~~) - Mass email to A/Es - Division 0, 2nd page of Proposal Form – rearranged the wording on Proposal Form Addenda Acknowledgment ~~and Mechanical/Electrical Contractors~~ in hopes of obtaining better contractor response on the bid proposals. (see also 5,8,9,33,34,40,42, 44, 57) 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

44. March 16, 2009 (to SOS w/ 44a below April '09) – Mass email to A/Es –
- Gets wording in agreement regarding contractor's legal name between the Instructions to Bidders and Proposal Form in 2.07, 3.01 envelope, 5.01, and proposal form: (see also #40)
"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>]".
 - Gets wording in agreement regarding reasons for disqualification of bidder between the Instructions to Bidders 1.04 and Manual 600.53.
 - Failure to comply with the bid requirements.

- described above.
- Program Phase described in Paragraph 2.4: _____ days from the Initial Meeting Date.
 - Schematic Design Phase described in Paragraph 2.5: _____ days from approval by Owner of the Program Phase, if required, or from the Initial Meeting Date.
 - Design Development Phase described in Paragraph 2.6: _____ days from approval by Owner of SD's.
 - Construction Document Phase described in Paragraph 2.7: _____ days from approval by Owner of DD's.
 - Total Planning: _____ days

Roofing Contract:

2.2.1 The Professional shall perform services as expeditiously as is consistent with Professional skill and care and the orderly progress of the Work. The Professional shall submit for the Owner's approval, as soon as possible after execution of this Agreement, a Schedule of Performance of services. This Schedule may be adjusted as the Project proceeds and shall include allowances for periods of time required for the Owner's review and approval of submissions and for approvals of authorities having jurisdiction over the Project. This Schedule, when approved by the Owner, shall not, except for reasonable cause, be exceeded by the Professional. The Initial Meeting Date referenced below is the latter of the Pre-Design Conference or the OPR Workshop for the Commissioning Agent, if required, as scheduled by the Owner.

2.2.2 The estimated Schedule of Performance described in Subparagraph 2.2.1 shall be as follows: (type)

- Professional services beginning date will be the Initial Meeting Date described above.
- Analysis/Inspection/Schematic Phase described in Paragraph 2.3: _____ days from the Initial Meeting Date.
- Construction Document Phase described in Paragraph 2.4: _____ days from approval by Owner of the _____ Analysis/Inspection/Schematic Phase.
- Total planning: _____ days

41. 2/10/09 Roofing Contract 2.3.2 & 2.3.3 = (not in the manual per #13 above) corrected the end of Section 2.3.2 from "Section 9" to "Section 10" which references Roofing Policy for State-owned Facilities". Put Roofing Forms referenced in 2.3.3 on BOB's web page with the Roofing Contract. Form is the Roof Analysis Form and the Roofing Policy for State-owned Facilities mentioned in 2.3.2 and 2.3.3. (see also #17)

43. February 25, 2009 = changed asbestos contact in the Owner/Professional Percentage Contract by removing the Seruggs' Firm and changing the AG contact person in: 10.1.2, 10.1.3.H.1.h, 10.1.3.I, 10.1.3.J. (see #23) (amended by 51a below)

- B. Bidder is in arrears on existing Contracts with the Bureau or another state agency.
- C. Bidder is, or anticipates being, in litigation or arbitration with the Bureau or another state agency.
- D. Bidder has defaulted on a previous Contract.

44a. April 1, 2009 (to SOS w/ 44. above April '09) - Mass email will go to A/Es around 5/18/09 and PPRB 7/13/11 and 7/31/11 SAF. See #46 herein.

c. Rearrange the wording on the Proposal Form at the Addenda Acknowledgment ~~and at Mechanical/Electrical Contractors~~ in hopes of obtaining better contractor response on the bid proposals. (see 5,8,9,33,34,40, 42, 44, 57)

~~d. Change notification of Asbestos from Richard Seruggs, et al, to the Attorney General's Office in Section 400.4. (see Percentage/Roofing Contracts)~~
(amended in 51a below)

e Change 400.6 for Request for Professional from one million to two million dollars (\$1,000,000.00 - \$2,000,000.00)

f. Change 600.30 for plaques to "new buildings and major building renovation projects" (to clarify that plaques do not go on roofs, sewer projects, etc.)

g. Div. 0 00700 and 00800 wording to come regarding 2007 Gen. Conds and Bureau's Supplementary Conditions regarding same

h. Bureau's Addendum Memo to be revised due to "g" above.

. Professionals with bid openings pushing the latter part of May will need to be on ready to issue an Addendum to move from the 1997 GC stipulated in bid documents to the 2007 GC, along with the Addendum Memo, both of which should be ready for the actual Contract by the middle of May.

45. See note on the right side for 200.10 – 200.13. (does not change BoB Procedure Manual wording) (See 46a below for same quote breakdowns for F&E)

45a. April 10, 2009 – ~~(has not gone to SOS)~~ 800.11. Quote amounts for F&E changed by SB2923 L'09 which changes 31-7-13 for under \$5,000.00 and \$5,000.00 - \$50,000.00. See Codes that apply within said \$50,000.00 quote. <http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm> - see Bid/Quote Proposal Checklist on this web site. 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

46. May 18, 2009 – miscellaneous changes plus changing from 1997 Gen. Conds. To 2007 Gen. Conds – (3/16/09 PPRB; 5/18/09 SOS; and 5/18/09 mass email)

Changes will be made to:
#1, 53, 55 18, 44a., herein

1. Adopt the AIA 2007 General Conditions in Section 00700 and Amend the Bureau of Building's Supplementary Conditions Section 00800 (the American Institute of Architects' Gen. Conds are protected by U.S. Copyright Law; however, Bureau of Building, et al, Supp. Conds. are attached) (May 31st is last date to get previous AIA Gen. Conds. From the AIA – State must adhere thereto.)

2. Change the requirement for the Contractor's legal name to be shown as required in Division 00100 Instructions to Bidders Sections 2.07, 3.01 envelope, and 5.01 to agree with Proposal Form:

from "appearing in the current Mississippi State Board of Contractors Roster"

45. April 10, 2009 – does not go to SOS. This Checklist referencing cap for quotes, on our web homepage, is a tool for institution/agencies. Does not have to go to Professionals even though they may like to refer to this Checklist if they are handling a quote versus a bid. SB2923 L'09 changed 31-7-13 – cap on quotes will be \$50,000.00 but with various Codes to comply with within said \$50,000.00 ! This does not change wording in the BoB Procedure Manual – but goes along with 200.10 – 200.13referencing when a project is an "emergency". (project will not have to be considered an "emergency" if under ~~\$25,000.00~~ \$50,000.00 (increased by said SB2923 L'09). Some Stimulus money guidelines are attached thereto because rules change if there is \$25,000.00 of stimulus money [in the \$50,000.00 project]. (of course, stimulus rules apply for over \$50,000.00 but this checklist pertains to quotes/bids up to \$50,000.00) (see #15 herein) <http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm> - See Quote Checklist

46. continuing with #46 on the left herein (but these items are not in the Manual)

10. Addenda Memo & attachments (some items incorporated in new Supp. Conds.) Notice that Affidavit Certifying Payment to Sub-Contractors is no longer an Exhibit "A" because it is spoken to in 9.6.8.1. The Affidavit Certifying Payment to Sub-Contractors is on our web page under forms (but not with the Addendum Memo). There are 2 Exhibits to the Addendum Memo. Please use the Affidavit form in order for the Contractor to comply with 9.6.8.1.

11. How to Prepare Contracts Memo #s 2,7,8 (distributed at bid opening)

- to "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.msbc.us/Search2.CFM>]".
3. Add a reason in the Instructions to Bidders 1.04 for disqualification of bidder to agree with Procedure Manual Section 600.53.
 - A. Failure to comply with the bid requirements. (was in 600.53 but missing in 1.04)
 - B. Bidder is in arrears on existing Contracts with the Bureau or another state agency.
 - C. Bidder is, or anticipates being, in litigation or arbitration with the Bureau or another state agency.
 - D. Bidder has defaulted on a previous Contract.
 4. Rearrange the wording on the Proposal Form Addenda Acknowledgment ~~and Mechanical/Electrical Contractors~~ in hopes of obtaining better contractor response on the bid proposals.
 - ~~5. Change notification of Asbestos from Richard Scruggs, et al, to the Attorney General's Office - State of Mississippi, as requested by Hon. Geoffrey Morgan, Chief of Staff for the Attorney General's Office, in Section 400.4. (amended by 51a below)~~
 6. Change the requirement for a Request for Qualifications for Professional from \$1,000,000.00 to \$2,000,000.00 in Section 400.6.
 7. Change the requirement for a plaque from "Facilities" to "New buildings and major building renovation projects" in Section 600.30 to comply with Code 29-5-151 that requires plaques on "buildings" . . . *paid for with public funds.* . . . (to clarify that plaques do not go on i.e. roofs, sewer projects, etc.)
 8. Section 00650 Insurance Certificate Instructions referencing AIA Document A201 for 2007 in #1.
 9. Page numbers and footers.

Page numbering of Supp. Conds., Wage rates (now start on page 29 whereas before they started on page 26), Addenda Memo, etc.

Also see the column on the right for #46.

47. May 20, 2009: Page 9 of the Owner Contractor Agreement – at the Contractor's incorporation information – BoB added the following tickler 2/19/09 SoS and 3/4/09 PPRB. See #36 and #37 herein.
- (check both) (IF an out-of-state contractor but shown at the Mississippi SoS website, then show the out-of-state home address above and the Mississippi incorporation info below)
- _____ CORPORATION or LLC solely organized and existing under the laws of the State of _____ and having its principal office in _____, _____, _____.

48. May 26, 2009 (~~has not gone to SoS~~) Please get new Contract Bond (second page) which has some ticklers by the Bonding Agent's signatures for clarification. This is on our web page in the Procedure Manual and under Forms – both Division 0. 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

47. March 18, 2010. Regarding "out of state" contractor, etc. = per SoS: = Registration and certificate to do business in Mississippi refers to the same thing. For an out of state contractor to do business in Mississippi, he needs to register with the SoS. Contractor will fill out a Form 2 and Form 9 simultaneously, available on the SoS website, and submit the completed forms along with a "certificate of existence" from his home state letting the SoS know that the company is in good standing in his home state. The fee is \$525.00.

This May 20th post is WRONG. ~~May 20, 2009: How to Prepare Contract Memo: When filling in incorporation information on the construction contract. Per a report from the Secretary of State's Office on 5/20/09 in response to a question from the BoB, IF you have an out of state contractor, who shows up on the SoS web site under the incorporation info (<https://secure.sos.state.ms.us/busserv/corporations.asp>) then on page 9 of Division 0, show the out of state address but show the Mississippi incorporation information (not the incorporation information for the home office) If you have an out of state contractor who DOES NOT show up on the SoS web site then inform him that he must have/get a certificate to do business in the State of Mississippi from the SoS and in this case, you will show the out of state address and the out of state incorporation info. (#36 and #37 herein)~~

49. June 15, 2009: (no mass email sent – this item will be picked up on Memo distributed at bid opening) Added a reminder regarding shipping of returned contracts to the Professional on the "How to Prepare Contracts" Memo, in accordance with past actions of returning documents for corrections. No mass email sent because this Memo is distributed at bid openings.

51. July 9, 2009: (*has not gone to SoS – mass email sent with 51A*) Section 400.4.E.1 – removed per AG notification (and see 51A in other column) 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

53. August 24, 2009: (*has not gone to SoS – mass email sent*) On the Insurance Certificate – for Property Insurance (Builders Risk and/or Installation Floater) – wording was added to not require Property Insurance for demolition. (see 1, 46, 55) 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

55. November 2, 2009: (mass email sent – *has not gone to SoS*) 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF On the Insurance Certificate – top right corner, these words were added. (see 1, 46, 53)
“This certificate of insurance neither affirmatively nor negatively amends, extends, or alters the coverage afforded by the policies below.”

This is a result of the October 1, 2009, Insurance Commission’s Regulation 2009-1 authorizing the use of the Acord Form, unless approval for another form has been given. The Bureau of Building, et al, received approval from the Ratings Director on November 2, 2009, through their Attorney, for approval of our form, with this wording added. THE BUREAU and bid documents WILL CONTINUE TO USE THE BUREAU’S CERTIFICATE OF INSURANCE.

The Regulation 2009-1 referenced above does not pertain to State Agencies (Per the Insurance Commission) and will be Amended.

57. January 11, 2010 (mass email sent) regarding Division 0 Bidder’s Checklist and Proposal form for mechanical / electrical consultant – *approved by PPRB on 1/6/10. Final filing with SoS 1/11/10.*
More clarification to mechanical/electrical contractor(s).

50. June 15, 2009: (no mass email sent – this item is for information only and Addendum 1 with or without the new item will not be critical) DFA has added a requirement for “e-invoicing”. However, the Bureau has received a Waiver for e-invoicing for the time being. An item has been added to the Addendum 1 Memorandum (currently the last item on page 3) which is just for information. (The idea is so anyone who hears that e-invoicing is now a requirement will also know that it is waived, currently, on BoB projects.)

51A. July 9, 2009: (mass email sent)

1. Section 9 in Roofing Contract and Section 10 in Percentage Contract removed regarding asbestos notification to Scruggs or AG.

2. Wording in 2.11.5 in Percentage contract and 2.8.5 in the Roofing contract changed to: *Immediately after receipt of Owner's approval of the Inspection/Sampling/Testing Phase described in Subparagraph 2.8.4, the Professional shall submit project data required by the Owner.*

3. See 51 in other column. (see 23, 43, 44a(d), 46(5))

52. July 27, 2009: amended the paragraphs regarding e-payment, e-verify, and e-invoice in percentage and roofing contracts. BoB is exempt currently from E-invoice. **See #31 herein.**

54. August 28, 2009: (mass email sent – this item will be picked up on Memo distributed at bid opening) #11 in How to Prepare Contract - clarified. – do not have to amend specs – DO add by typing on Index and the first page of each appropriate ~~Addendum~~ Section(s) in the Specs = “Modified by Addendum #____” It is fine to use some other wording if it is more appropriate and you so choose – like “clarified by Addendum #____; Added by Addendum #____; Deleted by Addendum #____, etc.”)

56. November 6, 2009. (mass email sent) This notice is for an Addendum 2 to be included in construction specifications when American Recovery and Reinvestment Act of 2009 (ARRA) funding is involved. This Addendum will be included in the Owner/Professional Contract for said ARRA projects and should be included in the Construction Contract for ARRA projects. This Addendum can be found on our web page: (Memorandum and Attachment)
<http://www.dfa.state.ms.us/Offices/BOB/BOBforms.htm>

February 2, 2010: (email was sent to Professionals currently having ARRA projects) Note that Addendum 2 for ARRA projects was updated on 2/2/10 outside of the Bureau’s control. Attachment is longer and signage is changed from the Bureau’s Addendum 1. The updated Addendum 2 for ARRA projects is found at the link above.

With this change, Bid Tab adds Plumbing Contractor. See BoB web page – Bid Tab under “forms”. (Bid Tab does not go to SoS because form in Manual is only an example and not a policy or procedure.

58. see #58 in other column that will eventually be a change to supp. Conditions and procedure manual

Underlined is the new wording

58. February 18, 2010. (mass email sent) (*has not gone to SoS or PPRB yet*) This is an addition to the BoB’s Addendum 1 – however, it will eventually be a change to 9.3.1.3 in the Supplementary Conditions and 700.28 in the Procedure Manual. (underlined is the new wording)

On any contract as described herein, of which the total amount is Two Hundred Fifty Thousand Dollars (\$250,000.00) or greater, or on any contract with a subcontractor, regardless of amount, five percent (5%) shall be retained until the Work is at least fifty percent (50%) complete, on schedule and satisfactory in the architect’s and/or engineer’s opinion, at which time fifty percent (50%) of the retainage held to date shall be returned, subject to consent of surety, to the prime contractor for distribution to the appropriate subcontractors and suppliers; provided, however, that future retainage shall be withheld at the rate of two and one-half percent (2 1/2%). When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney.

700.28 in the Procedure Manual Add the following sentence:

When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney.

59. 3/18/10 added to the How to Prepare Contract Memo distributed at bid opening: no mass email sent.

Division 1 – should agree with 1.2.2 and the Index.

The rest of the specifications must agree with the Index.

Do not add or delete Section(s) in Division 1.

Any changes/additions/etc. should be "modifications" only and should appear in Section 1900 - Division 1 Supplement.

60. 5/18/10 amended 3/4/4 of Supp. Conds. In Addendum 1 and the e-verify paragraph in all contracts. Mass email sent

The Bureau’s Addendum 1 has been changed by adding an Item 9 which amends Supplementary Condition 3.4.4, as follows: the change is in red. All other contracts issued from the Bureau have this clause added, as well.

The Contractor shall comply with the Mississippi Employment Protection Act in accordance with Section 71-11-1 et seq of the Mississippi Code 1972, Annotated. The Contractor further agrees to maintain records of such compliance, **and upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required**, to provide a copy of each such verification to the State.

61. 6/3/10 Mass email sent. Amended Section 8.1.6 of the Owner/Professional Percentage Contract, as shown in the last paragraph below. This is a change to form, not procedure manual. No SoS submittal is required. This applies to Paragraph 8.1.6 in the Percentage Contract, 8.1.6 in the Commissioning Contract, 8.1.6 in the Roofing Contract, and 6.1.6 in the F&E Interiors Contract.

In response to the adoption of the _____ amended Acord form by the Mississippi Insurance Department, the Bureau of Building, Grounds and Real Property Management has amended 8.1.6 in the Owner/Professional Contracts. BoB Effective date is May 25, 2010, on Professional

Contracts over one million dollars and all Professional Contracts as of June 1, 2010.

The language has been amended to remove the . . . *thirty (30) days prior written notice to the Owner . . .* [for cancellation or non-renewal].

This amendment reflects the Bureau's understanding that the insurance industry is no longer willing and/or able to provide 30 days unconditional prior notice of impending cancellation/non/renewal of insurance on the Acord form for non-payment of premium.

This does NOT affect the Certificate of Insurance in the Agreement between the Owner and the Contractor as the Acord form is not acceptable – and the State's form is to be used.

Further, this amendment in the Professional Contract in no way alters or amends the Professional's contractual obligation to procure and maintain the requisite coverage(s), when applicable.

8.1.6 The Professional, on signing this Agreement, shall provide the Owner three (3) copies of a Certificate of Insurance. The Insurance Coverage may not be canceled or not renewed during the term of subject Contract. Professional's contractual obligation is to procure and maintain the requisite coverage(s) throughout the life of subject Project/Contract, when applicable.

62. July-August 2010: Began BRICKS. This does not affect the Procedure Manual (I don't think) BRICKS is "going electronic" whereby processes can be accomplished on the computer and routed around instead of using USPS. A few documents, including A/E and Construction contracts, et al, still need original signatures.

#. See also May 2001. March 2010 Section 200.5 and Appendix 200 – changed from Project Data Forms to Project Request Data and Project Impact to add requested information from Using Agencies per Code for inclusion in the LBO Report

63. August 11, 2010. Added the following to the proposal form—~~(no email sent. Has not gone to SoS)~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

MINORITY BUSINESS ENTERPRISE? Yes _____ No _____ (to assist with Code 57-1-57)

64. August 18, 2010. Changed Section 800.37 regarding the number of F&E contracts from 5 to 2. ~~(no email sent. Has not gone to SoS)~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

64a. 11/3/10 adding the word "working" to 4.06 of the instructions to bidders. ~~(has not gone to SoS)~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF

66. January 14, 2011. Changes to Division 0 Proposal Form. These are minor and mass email was sent 2/15/11 but were made between August '10 and January '11. ~~has not gone to SoS~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF) The intention was that they are minor and there was no rush to insist use of the proposal form including these – but that they would be picked up the next time you printed the form for your bid opening:

1. added minority question
2. added physical address as well as mailing address
3. added bidder's county
4. clarified that the first CoR line is for the bidder with mech/plumb/elec CoR numbers found lower on the page

67. February 8, 2011. Changed 5.05 and 5.06 in the Checklist accompanying the Instructions to Bidders to remove the word "none". ~~(Has not gone to SoS.~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF Mass email sent 2/15/11)

63. August 11, 2010. Added the following to the QUOTE proposal form. ~~(no email sent. Does not go to SoS.)~~

MINORITY BUSINESS ENTERPRISE? Yes _____ No _____ (to assist with Code 57-1-57)

65. October 2010. On ARRA projects, MDA revised the signage.

68. March 22, 2011. Changed the line on the first page of the Professional Percentage and Roofing Contract at the incorporation information for "corporation" to hopefully make it more understandable to check when an entity is something other than partnership or sole proprietorship,

69. March 22, 2011. Changed "B" in Section 00700 as follows.

B. **BIDDING COPY:** For the purpose of bidding, Contractors are presumed to be familiar with AIA Document A201, a copy of which may be obtained from the Professional, or examined in the Professional's office. *(Mass email sent. ~~Has not gone to SoS.~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF*

69a. April 20, 2011 (~~has not gone to SoS~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF) added wording on proposal form asking bidder to look up SoS company name.

72. June 2011 600.57 changed 2 weeks to 10 working days for Prof. to prepare construction contract. (~~has not gone to SoS~~ 7/13/11 PPRB; 7/31/11 SoS; 7/19/11 SAF)

As of June 2011 – see the next list saved on the web for any “changes to manual”. ALL of the list above are now for reference only. The Manual on our web is the Sixth Edition, June 2011. The only changes to the Sixth Edition are the items referenced above which you were, in most cases, notified by mass

as follows:

_____ CORPORATION, INC., PA, LTD, PLLC, or LLC solely organized and existing under the laws of the State of _____ and having its principal office in City of _____, the County of _____, and the State of _____. *(mass email sent)*

70. March 23, 2011: On ARRA projects, MDA revised the signage to accommodate the new MDA Executive Director. In addition, the wording in the heading is different. The BoB's Memo and the new signage will be sent to the appropriate professionals for amendment to Professional Contract, OR Addendum to Advertisement, OR AIA ASI G710 form for those bid but without NTP or starting of construction. The projects under construction do not have to erect a new sign. The BoB Memo and the Signage are ALL that is affected by this Revision. The OPT Memo plus Exhibit 1 and Exhibit 2 is not changed. The new BoB Memo, Signage, and a copy of a ASI form can be found on the Bureau's web.

71. May 31, 2011: Added statement about Workers Comp in Section 8 of the Percentage, Roofing, and Commissioning Contracts.

email, and have already been
in production. June/July
2011 just took the
opportunity of recording
same at SoS, PPRB, and on
the BoB's Minutes (i.e. SAF
– Standard Approval Form)
thanks