PUBLIC PROCUREMENT REVIEW BOARD

SPECIAL MEETING

MONDAY, MAY 09, 2016

A special meeting of the Public Procurement Review Board (PPRB) was held at 9:00 a.m. in the 13th floor Conference Room of the Woolfolk State Office Building located in Jackson, Mississippi.

PRESENT
Mr. Kevin J. Upchurch, Chairman
Mr. Freddie M. "Flip" Phillips, Vice Chairman
Mr. Charles R. Snowden, Member

OTHERS
Ms. Aubrey Leigh Goodwin, Director of the Office of Purchasing, Travel and Fleet Management, DFA
Mr. Mike Cook, Director of the Office of Purchasing and Travel, DFA
Ms. Regina Irvin, Staff Officer for the Office of Purchasing, Travel and Fleet Management, DFA
Ms. Edward Wiggins, Special Assistant Attorney General, DFA
Ms. Melody Coulson, PPRB Recorder, DFA

The Chairman called the meeting to order and commenced the meeting with prayer.

OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)

Ms. Irvin presented the following:

1. Jackson State University (JSU) requested to use the Master Lease Purchase Program to finance the purchase of musical instruments for the band. JSU solicited bids for the musical instruments. Six (6) responses were received. Three (3) of the bids were declared non-responsive. One (1) response was declared non-responsive because the vendor is not able to provide silver plated keys for several of the instruments; the second (2nd) response was declared non-responsive because the vendor failed to bid on all items and is not able to provide silver plated keys, while the third (3rd) response was declared non-responsive because the vendor could not provide silver plated keys and the vendor lacked the quality and longevity of the instruments required. JSU evaluated the remaining three (3) responses and accepted the lowest bid, based on lowest price and the bid that met the specifications. JSU requested approval to award to Taylor Music, Inc., in the amount of $463,638.00, from 05/04/2016 to 02/23/2017. Mr. Phillips made a motion to approve contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Snowden seconded and the motion carried.

There being no further business to bring before the Board, the meeting was adjourned.

Mr. Kevin J. Upchurch

Mr. Freddie M. "Flip" Phillips

Mr. Charles R. Snowden

STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

NOTICE

A Special Meeting of the

PUBLIC PROCUREMENT REVIEW BOARD

will be held Monday, May 09, 2016, 9:00 a.m. in the
13th floor Conference Room
Woolfolk State Office Building

Agenda: Approval of OPT Contract and Miscellaneous

AGENDA

PUBLIC PROCUREMENT REVIEW BOARD
Special Meeting
9:00 a.m.

MONDAY, MAY 9, 2016

I. OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)

Ms. Regina Irvin, Staff Officer for the Office of Purchasing, Travel and Fleet Management, presents the following:

- 1 contract for Jackson State University (JSU)

II. NEXT MEETING DATE

Regular Meeting, Wednesday, June 01, 2016

OFFICE OF PURCHASING AND TRAVEL
PUBLIC PROCUREMENT REVIEW BOARD
SPECIAL MEETING AGENDA
May 9, 2016

1. **REQUESTING AGENCY**: Jackson State University (JSU)
   SUPPLIER: Taylor Music, Inc.
   MAGIC NUMBER: 8200023772 (Master Lease Program)
   AMOUNT OF CONTRACT: $463,638.00
   TERM OF CONTRACT: Ten (10) Months (05/04/2016-02/23/2017)
   SCOPE OF CONTRACT: Musical Instruments
   PURCHASE METHOD: Bid Solicitation and Master Lease Program
   COMMENTS: JSU is requesting to use the Master Lease Purchase Program to finance the purchase of musical instruments for the band. JSU solicited bids for the musical instruments. Six (6) responses were received. Three (3) of the bids were declared non-responsive. One (1) response was declared non-responsive because the vendor is not able to provide silver plated keys for several of the instruments; the second (2nd) response was declared non-responsive because the vendor failed to bid on all items and is not able to provide silver plated keys, while the third (3rd) response was declared non-responsive because the vendor could not provide silver plated keys and the vendor lack the quality and longevity of the instruments required. JSU evaluated the remaining three (3) responses and accepted the lowest bid, based on lowest price and the bid that meets the specifications. JSU is requesting approval to award to the lowest and best bid that meets the specifications and approval to use the Master Lease Purchase Program to finance the acquisition of these musical instruments.
   COMPLIANCE WITH PROCEDURES (YES, NO): Yes
   ADDITIONAL COMMENTS IF NEEDED: Based on the information submitted by the Agency, we ask for the Board's approval contingent upon the issuance of a purchase order or an award letter by the Agency.