



STATE OF MISSISSIPPI
GOVERNOR TATE REEVES
DEPARTMENT OF FINANCE AND ADMINISTRATION
LIZ WELCH
EXECUTIVE DIRECTOR

Amendment Number One
Elevator Maintenance Services Invitation for Bids
RFx #: 3160006419

The Department of Finance and Administration (DFA) hereby issues this Amendment Number One (1) to edit and replace the Invitation for Bids (IFB) Elevator Maintenance Services Schedule and Bid Form Pricing Sheet as follows (see highlighted):

Section 1.2 Important Dates

February 21, 2024	Invitation for Bids released
March 5, 2024	Building Walkthroughs 9:00 am
March 8, 2024	Questions Due to DFA by 5:00 pm
March 13, 2024	Responses to questions to be posted
March 25, 2024	Bids submission deadline by 2:00 PM CST
March 25, 2024	Bid Opening at 2:15 PM CST
March 27, 2024	Notice of Intent to Award distributed
March 29, 2024	Notice of Contract Award published
July 1, 2024	Contract effective date

NOTE: Adjustments to the schedule may be made as deemed necessary by the Office of Procurement and Contracts.

Section 1.2.1 Building Walkthrough Tour

DFA shall provide guided building walkthroughs on Tuesday March 5, 2024, beginning at 9:00 a.m. Participating bidders are encouraged, but not required, to attend the guided building walkthroughs. Participating vendors shall meet DFA staff at 8:45 a.m. in the Woolfolk Building, 501 North West Street, lobby (facing Lamar Street). Participating bidders will be limited to two (2) representatives per bidder. The tour shall begin promptly at 9:00 a.m., participating bidders are encouraged to arrive early.

The buildings included on the tour will represent the different types of buildings and elevators to be serviced under the awarded contract. No video or photography shall be allowed during the tour. No questions will be answered during the tour. All questions are to be submitted by 5:00 p.m., March 8, 2024, in accordance with the specifications as stated below in Section 1.3 Questions and Answers.

Section 1.3 Questions and Answers

Bidders should download the “Question and Answer” template from the DFA website at <https://www.dfa.ms.gov/procurement-contracts>. Questions must be submitted on the referenced template

and should be submitted via email to procurement@dfa.ms.gov with a subject line: “Questions – Elevator Maintenance Services (RFX #: 3160006419)”. Questions must be received no later than **5:00 PM CST, on or by March 8, 2024**, to ensure a response by DFA. Responses to questions will be posted to the DFA website at <https://www.dfa.ms.gov/bids-and-rfps-notices> under “Active Procurements” as an amendment to the IFB on **March 13, 2024**. Questions received after **March 8, 2024**, may be considered for response, although there is no guarantee as to if or when a response will be provided. It is the Bidder’s sole responsibility to regularly monitor the website for amendments and/or announcements concerning this IFB.

Appendix B – Revised Bid Form

- a. DFA has amended the number of elevators to be serviced in Billing Group 3: #26 Two Mississippi Museums located at 222 Nort Street #1206 to seven (7) elevators to be serviced.
- b. The Revised Bid Form excel document may be downloaded from DFA’s website <https://www.dfa.ms.gov/bids-and-rfps-notices> under “Revised Bid Form”. **Only bids submitted on the Revised Bid Form will be accepted.**

Receipt of Amendment Number 1 Acknowledged:

Company: _____

By: _____

Printed: _____

Title: _____