



**PPRB**  
**PUBLIC PROCUREMENT**  
**REVIEW BOARD**  
**MEETING AGENDA**  
**Wednesday, August 7, 2019**  
**9:00 a.m.**

- I. **Call to Order**
- II. **Approval of Minutes from July 10, 2019 Public Procurement Review Board Meeting**
- III. **Approval of per diem and expenses for the August 7, 2019 meeting and for any additional expenses incurred prior to the September 4, 2019 meeting**
- IV. **DFA Office of Purchasing, Travel and Fleet Management (OPTFM)**
  - A. **Petitions for Relief from Reverse Auction**
    - 1. **Governing Authorities**
      - i. **Requesting Governing Authority: City of Byram**  
**Supplier:** Unknown  
**Term:** One (1) year  
**Commodities:** Asphalt surface course-SC1  
**Total Value:** \$400,000.00 estimated  
**Summary of Request:** The City of Byram has requested an exemption from using the reverse auction process for the purchase of asphalt. They are requesting an exemption because they wish to award to multiple vendors. The City feels the competitive sealed bid process should be utilized to procure the road materials.  
  
**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.
      - ii. **Requesting Governing Authority: Desoto County**  
**Supplier:** Unknown  
**Term:** One (1) year  
**Commodities:** Limestone and rip rap  
**Total Value:** \$455,820.00 estimated  
**Summary of Request:** Desoto County has requested an exemption from using reverse auction for the purchase of limestone and rip rap. They are requesting an exemption because they wish to award to multiple vendors. The County feels the competitive sealed bid process should be utilized to procure the limestone and rip rap products.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

iii. **Requesting Governing Authority:** Tupelo Public School District

**Supplier:** Apple, Inc.

**Term:** One Time Purchase

**Commodities:** Apple iPods

**Total Value:** \$7,200.00 estimated

**Summary of Request:** The Tupelo Public School District has requested an exemption from using the reverse auction process for the purchase of Apple devices. They are requesting an exemption because Apple does not participate in reverse auctions for school districts. OPTFM sought clarification from Apple and was informed that school districts may only purchase directly from Apple and not resellers. Because there will only be one qualified supplier, the District feels that competitive sealed bidding should be utilized to procure the project.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of the exemption and the use of competitive sealed bidding for the procurement.

**B. Consideration of Awards for Governing Authorities Receiving Exemptions**

1. **Requesting Governing Authority:** Oxford School District

**Supplier:** Apple Inc.

**Term:** One-Time Purchase

**Total Value:** \$16,432.00

**Summary of Request:** Oxford School District was granted an exemption from reverse auction on May 1, 2019. They advertised for competitive sealed bids for Apple products. They received one (1) bid. The District wishes to award to Apple Inc.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted by the District, we ask that the Board approve this contract.

2. **Requesting Governing Authority:** Rankin County

**Supplier:** Silver Needle, LLC

**Term:** One (1) year 9/1/2019 through 8/31/2020

**Total Value:** \$290,376.00

**Summary of Request:** Rankin County was granted an exemption from reverse auction on June 5, 2019. They advertised for competitive sealed bids for precast bridge components. They received one (1) bid. The County wishes to award to Silver Needle, LLC.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information submitted by the County, we ask that the Board approve this contract.

## C. Consideration of State Agency Contracts for Board Action

### 1. Requesting Agency: Mississippi Department of Transportation (MDOT)

**Supplier:** Tri-State Guardrail and Sign

**Contract #:** 8200046562

**Term:** 8/7/2019 through 5/31/2020

**Total Value:** \$500,000.01

**Summary of Request:** MDOT held a reverse auction on 7/2/2019 for guardrail parts. Two vendors qualified, one participated and there were no protests. The contract will have two (2) possible twelve (12) month extensions. These materials will be used by MDOT, other state agencies, and governing authorities.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of this contract.

### 2. Requesting Agency: Mississippi Department of Finance and Administration (DFA)

**Supplier:** Nick Strickland's Quick Print

**Contract #:** 8200020140

**Term:** 9/1/2015 through 8/31/2020

**Total Value:** \$350,000.00

**Summary of Request:** The DFA Office of Insurance completed an RFP for design, print, and direct mail services for the life, health, and workers' compensation insurance programs they administer. The contract was originally procured as a service under PSCRB rules rather than a commodity under PPRB. The prior PPRB approved this contract on July 28, 2015 in a special PPRB meeting as a deviation from procedures under section 3.107 of the State of MS Procurement Manual which requires prior approval of an RFP to procure commodities. DFA's Office of Insurance is now requesting approval of the only extension allowed by the RFP for an additional twelve (12) months. The extension adds no extra cost to the contract.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of this contract extension.

### 3. Requesting Agency: Mississippi Department of Revenue (MDOR)

**Supplier:** American Bank Note Company

**Contract #:** 8200032889

**Term:** 8/1/2017 through 10/1/2020

**Total Value:** \$1,735,766.40

**Summary of Request:** MDOR has a contract with American Bank Note Company for title print and mailing services used for vehicle titles. This contract was originally procured by the Mississippi Department of Information Technology Services (ITS) with an RFP. After the RFP was final, the procurement oversight changed from ITS to DFA/OPTFM and was approved by the prior PPRB on June 22, 2017. MDOR is requesting a twelve (12) month extension, as the contract allows, with no increase in cost.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. Based on the information provided, OPTFM recommends approval of this contract extension.

**D. OPTFM Staff Approvals reported to the Board**

**E. Sole Source Purchases**

**F. Emergency Purchases**

**G. OPTFM Director's Report**

**V. DFA Bureau of Building, Grounds, and Real Property Management (BOB/RPM)**

**A. Consideration of BOB Contracts for Project Professionals**

**NOTE:** Standard Operating Procedures established by the BOB in April 2004, require PPRB approval of fees in excess of \$250,000.00. The following Professionals were selected by interview by the Using Agency and Bureau of Building, et al, procedures. (Fees may or may not be anticipated to be beyond \$250,000.00; however, the Bureau of Building, et al, has established an interoffice procedure to bring RFP/RFQ selections to PPRB for approval or ratification.)

1. **Using Agency:** Mississippi Delta Community College  
**Number:** GS# 210-068  
**Title:** New Administration Building  
**Location:** Jackson, Mississippi  
**Project Budget:** \$5,690,000.00  
**Funding Sources:** HB1729 L'16; HB 1649 L18; SB3065 L19; MDCC funds  
**Professional Fee:** C (estimated fees \$319,628.55)  
**Professional:** Shafer-Zahner-Zahner, PLLC (Starkville, Mississippi)

**Scope:** Planning through construction administration for a new Administration Building as the previous building was destroyed by fire in December 2017. Community College Board of Trustees approved Professional Selection at their January 2019 Board meeting.

**Note:** Board Action required when fees exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

2. **Using Agency:** Forestry Commission  
**Number:** GS# 506-038  
**Title:** Southern Regional FTC Expansion  
**Location:** Jackson, Mississippi  
**Project Budget:** \$4,000,000.00  
**Funding Sources:** Mississippi Forestry Commission Funds  
**Professional Fee:** C (estimated fees \$229,659.05)

**Professional:** Burris/Wagnon Architects, P.A. (Jackson, Mississippi)

**Scope:** Planning through construction administration for an addition to the existing Wildfire Training Facility constructed in the early 2000's. This new addition will include offices, work spaces, and related support spaces.

**Note:** Board Action required when fees exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

## B. Consideration of Agency Contracts for Project Professionals

- Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-001  
**Title:** High Street and Lamar Street Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$3,500,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$210,326.00)  
**Professional:** Neel-Schaffer, Inc. (Jackson, Mississippi)

**Scope:** Limits of the project include approximately 510 linear feet on High Street from Lamar Street to West Street and approximately 1,300 linear feet on Lamar Street from Griffith Street to George Street. Planning through the Construction Administration Phase of concrete pavement repairs, incidental sidewalk repairs, clean and seal joints, and install or improve ADA ramps at intersections. Engineering design will include investigation of utilities to determine need for water and sewer rehabilitation/replacement. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**Note:** Board Action required when fees exceed \$250,000.00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

- Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-002  
**Title:** Highland Drive Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$100,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$138,986.75)  
**Professional:** Waggoner Engineering, Inc. (Jackson, Mississippi)

**Scope:** Limits of the project include approximately 3,600 linear feet on Highland Drive from Riverside Drive to the end of State maintenance. Preplanning through Construction Document

Phase, to include minor rehabilitation to asphalt (base failures, curb/gutter repairs), mill and overlay. Engineering design will include investigation of utilities to determine need for water and sewer rehabilitation/replacement. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**Note:** Board Action required when fees exceed \$250,000.00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

3. **Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-003  
**Title:** Preplanning President Street Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$100,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$154,449.91)  
**Professional:** SOL Engineering Services, LLC (Jackson, Mississippi)

**Scope:** Limits of the project include approximately 2,000 linear feet on President Street from Capitol Street to High Street. Preplanning through Construction Document Phase, of minor rehabilitation to asphalt (base failures, curb repairs); sidewalk, curb/gutter repairs; mill and overlay. Engineering design will include investigation of utilities to determine need for water and sewer rehabilitation/replacement. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**NOTE:** Board Action required when fees exceed \$250,000.00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

4. **Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-004  
**Title:** Preplanning Mississippi Street Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$100,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$110,312.59)  
**Professional:** Stantec Consulting Services Inc. (Bloomfield, CO, through the Jackson, Mississippi, Office)

**Scope:** Limits of the project include approximately 1,600 linear feet on Mississippi Street from West Street to North Street. Preplanning through Construction Document Phase, of minor rehabilitation to asphalt (base failures, curb repairs); sidewalk, curb/gutter repairs; mill and

overlay. Engineering design will include investigation of utilities to determine need for water and sewer rehabilitation/replacement. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**Note:** Board Action required when fees exceed \$250,000.00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

5. **Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-005  
**Title:** Preplanning State Street Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$250,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$359,154.49)  
**Professional:** Waggoner Engineering, Inc. (Jackson, Mississippi)

**Scope:** Limits of the project include approximately 4,800 linear feet on State Street from Capitol Street to Fortification Street. Preplanning through Construction Document Phase, of minor rehabilitation to asphalt (base failures, curb repairs); sidewalk, curb/gutter repairs; mill and overlay. Engineering design will include investigation of utilities to determine need for water and sewer rehabilitation/replacement. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**Note:** Board Action required when fees exceed \$250,000.00 00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

6. **Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-006  
**Title:** Preplanning East Capitol Street Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$100,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$112,939.11)  
**Professional:** Neel-Schaffer, Inc. (Jackson, Mississippi)

**Scope:** Project Scope: Limits of the project include approximately 1,150 linear feet on East Capitol Street from West Street to State Street. Preplanning through Construction Document Phase, for the renovation of sidewalk/curb & gutter repairs; landscape. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**Note:** Board Action required when fees exceed \$250,000.00 00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

7. **Using Agency:** DFA (Capitol Complex Improvement District)  
**Number:** GS# 390-007  
**Title:** Preplanning North Street Improvements  
**Location:** Jackson, Mississippi  
**Project Budget:** \$150,000.00  
**Funding Sources:** HB 1226, Laws of 2017, Code 27-65-75(1)(c), Sales Tax Revenue; SB 2292, Laws of 2018, Code 29-5-215(6), Short term borrowing  
**Professional Fee:** C+ (estimated fees \$206,970.78)  
**Professional:** Stantec Consulting Services Inc. (Bloomfield, CO, through the Jackson, Mississippi, Office)

**Scope:** Limits of project include approximately 2,900 linear feet on North Street from High Street to Fortification Street. Preplanning through Construction Document Phase of minor rehabilitation to asphalt (base failures, curb repairs); sidewalk, curb/gutter repairs; mill and overlay. Engineering design will include investigation of utilities to determine need for water and sewer rehabilitation/replacement. As all infrastructure belongs to the City of Jackson, professionals will be required to coordinate all work with the City of Jackson.

**Note:** Board Action required when fees exceed \$250,000.00 00 or are anticipated to exceed \$250,000.00.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval.

### C. Consideration of BOB Construction Award

1. **Using Agency:** East Mississippi Community College  
**Number:** GS# 204-079  
**Project Title:** New Dormitory – Scooba Campus  
**General Contractor:** Century Construction Group, Inc. (Tupelo, Mississippi) (lowest of 3 bids received)  
**Construction Days from Notice to Proceed [Term]:** 365 days  
**Total Value at Award:** \$9,929,000.00

**Project Scope:** Build a three story, 42,636 square foot, 148 bed dormitory on the East Mississippi Community College campus located in Scooba, Mississippi.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval, contingent upon executed contracts.



## D. Consideration of BOB Project Change Orders

- Using Agency:** DFA Office of Capitol Facilities  
**Project Number:** GS# 350-024  
**Project Title:** Space Utilization Program  
**General Contractor:** Cal-Mar Construction Company, LLC  
**Original Contract Sum:** \$361,416.00  
**Net Change by Previous Change Orders:** \$11,776.70  
**Total Value of Award before this Change Order:** \$373,192.70  
**Total Value of this Change Order:** \$264,108.20  
**Construction Days to Date [Term]:** 165 (including 40 for this CO)  
**Change Order Scope:** Adding to Woolfolk Tenant Improvements on several floors with renovations to the Woolfolk Annex space being made as transition space for the Governor-elect and staff with the space subsequently being used for a swing space during future phases of space optimization. In addition, renovations to the 4<sup>th</sup> and 5<sup>th</sup> floors of the Woolfolk building for MDA further efforts of space optimization.  
**Note:** Board Action required when Change Order exceeds 25%.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval contingent upon an executed Change Order.

- Using Agency:** Central Mississippi Residential Center  
**Project Number:** GS# 428-020  
**Project Title:** Campus Mechanical Improvements  
**General Contractor:** Upchurch Services, LLC  
**Original Contract Sum:** \$139,000.00  
**Net Change by Previous Change Orders:** \$139,000.00  
**Total Value of Award before this Change Order:** \$139,000.00  
**Total Value of this Change Order:** \$104,780.00  
**Construction Days to Date [Term]:** 160 (including 70 for this CO)  
**Change Order Scope:** Replace two atmospheric boilers that have been failing periodically over the past two years with more frequent failures over the last twelve months with new high efficiency condensing boilers and heat water pumps that should last for the next 20-30 years and with high efficiency burners, the building's gas consumption will also reduce.  
**Note:** Board Action required when Change Order exceeds 25%.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules and regulations and legal requirements by DFA staff. BOB has reviewed the documentation and recommends PPRB approval contingent upon an executed Change Order.

## E. BOB Staff Approvals Reported to the Board

**F. BOB Director's Report**

**G. RPM Leases with No Increase in Cost or Space**

**H. RPM New Leases**

**1. Requesting Agency:** Mississippi State Department of Health

**Lease #:** 390-181-24C

**Lessor:** Geiger Building, LLC

**Term:** 11-01-2019 thru 10-31-2024

**Total Yearly Cost:** 45,000.00

**Cost PSF:** \$7.89 + Utilities & Janitorial

**Previous Cost PSF:** \$ N/A

**Total Space per Occupant:** 475

**Federal Funds:** 0%

**Square Footage Proposed:** 5,706

**Previous Square Footage:** N/A

**Address of Property:** 208 W. Pine Street, Hattiesburg, MS.

**Purpose of Lease:** This location will be the Hattiesburg office for the southern region of MSDH. It will be used as office space and a training center for the Hattiesburg area. The training area will accommodate up to 35 staff members and eliminate the need for renting conference rooms for training.

**Note:** MSDH advertised and received three (3) responses. MSDH's selection was based on the lowest cost per square foot of the three. The offer selected will be a five (5) year lease with two (2) five (5) year options to renew.

First five (5) year option: 5,706 square feet @\$45,000 per year.

Second five (5) year option: 5,706 square feet @ \$45,000 per year.

Due to the training requirements of this office MSDH requests a waiver on the Space Efficiency Allowance.

**Staff Recommendation:** This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance by PPRB, will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

**I. RPM Succeeding Leases**

**1. Requesting Agency:** Mississippi State Board of Contractors

**Lease #:** 155-251-24A

**Lessor:** Crane Ridge Properties, LLC.

**Term:** 01/01/2020 thru 12/31/2024

**Total Yearly Cost:** \$92,349.00

**Cost PSF:** \$15.50 Inclusive

**Previous Cost PSF:** \$15.50 Inclusive

**Total Space per Occupant:** 331

**Federal Funds:** 0%

**Square Footage Proposed:** 5,958

**Previous Square Footage:** 5,958

**Address of Property:** 2679 Crane Ridge Drive, Suite B & C, Jackson, MS.

**Purpose of Lease:** This lease will house the Mississippi State Board of Contractors. The Mississippi Board of Contractors is charged with protecting the health, safety and general welfare of all persons dealing with those who are engaged in the vocation of contracting and to afford such persons effective and practical protection against incompetent, inexperienced, unlawful and fraudulent acts of contractors.

**Note:** This is a five (5) year lease with no renewals. Mississippi State Board of Contractors asks PPRB for a waiver on the Space Efficiency Allowance because the original contract was executed prior to the regulation taking effect and because of the need for a testing and training area.

**Staff Recommendation:** This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance by PPRB, will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

**2. Requesting Agency:** Mississippi State Board of Physical Therapy

**Lease #:** 657-251-24A

**Lessor:** East River Place, LLC.

**Term:** 01/01/2020 thru 12/31/2024

**Total Yearly Cost:** \$26,250.00

**Cost PSF:** \$12.50 + Utilities & Janitorial

**Previous Cost PSF:** \$12.50 + Utilities & Janitorial

**Total Space per Occupant:** 700

**Federal Funds:** 0%

**Square Footage Proposed:** 2,100

**Previous Square Footage:** 2,100

**Address of Property:** 840 East River Place, Suite 503, Jackson, MS.

**Purpose of Lease:** The Mississippi State Board of Physical Therapy examines educational training credentials of applicants, sets standards for continuing competence and makes final licensing decisions on physical therapists. The staff is made up of three (3) full-time employees, one (1) contract employee, a consultant, attorney, and two contract investigators. The Mississippi State Board of Physical Therapy consist of seven (7) members from around the State.

**Note:** This is a five (5) year lease with no renewals. The Mississippi State Board of Physical Therapy asks PPRB for a waiver on the Space Efficiency Allowance because the original contract was executed prior to the regulation taking effect and because of the need for a testing and training area.

**Staff Recommendation:** This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance by PPRB, will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

**3. Requesting Agency:** Mississippi Department of Corrections

**Lease #:** 170-501-22A

**Lessor:** David Byars

**Term:** 09-01-2019 thru 08-31-2022

**Total Yearly Cost:** \$7,800.00

**Cost PSF:** \$8.22 + Utilities & Janitorial

**Previous Cost PSF:** \$ 8.22 + Utilities & Janitorial

**Total Space per Occupant:** 237

**Federal Funds:** 0%

**Square Footage Proposed:** 949

**Previous Square Footage:** 949

**Address of Property:** 315 Byrd Avenue, Philadelphia, MS.

**Purpose of Lease:** This location serves as the Philadelphia Probation & Parole Office.

**Note:** This is a three (3) year lease with no renewals.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

**4. Requesting Agency:** Mississippi Department of Corrections

**Lease #:** 170-451-24A

**Lessor:** Madco Properties

**Term:** 09-01-2019 thru 08-31-2024

**Total Yearly Cost:** \$22,200.00

**Cost PSF:** \$8.54 + Utilities & Janitorial

**Previous Cost PSF:** \$ 8.54 + Utilities & Janitorial

**Total Space per Occupant:** 288

**Federal Funds:** 0%

**Square Footage Proposed:** 2,600

**Previous Square Footage:** 2,600

**Address of Property:** 3390 North Liberty Street, Canton, MS.

**Purpose of Lease:** This location serves as the Canton/Madison County Probation & Parole Office.

**Note:** This is a five (5) year lease with no renewals. Mississippi Department of Corrections asks PPRB for a waiver on the Space Efficiency Allowance because the original contract was executed prior to the regulation taking effect

**Staff Recommendation:** Upon the granting of the waiver for the Space Efficiency Allowance by PPRB this lease request will have complied with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

**5. Requesting Agency:** Mississippi Motor Vehicle Commission

**Lease #:** 555-251-24A

**Lessor:** C & J Property Management, LLC.

**Term:** 09-01-2019 thru 08-31-2024

**Total Yearly Cost:** \$25,358.00

**Cost PSF:** \$13.05 Inclusive

**Previous Cost PSF:** \$13.05 Inclusive

**Total Space per Occupant:** 647

**Federal Funds:** 0%

**Square Footage Proposed:** 1,943

**Previous Square Footage:** 1,943

**Address of Property:** 1755 Lelia Drive, Suite 200, Jackson, MS.

**Purpose of Lease:** This lease will house the main office for Mississippi Motor Vehicle Commission.

**Note:** This is a five (5) year lease with no renewals. The Mississippi Motor Vehicle Commission asks PPRB for a waiver on the Space Efficiency Allowance because the original contract was executed prior to the regulation taking effect.

**Staff Recommendation:** This request has been reviewed for compliance by DFA staff, and upon the granting of the waiver for the Space Efficiency Allowance by PPRB, will have complied with all rules, regulations and legal requirements. RPM recommends the approval of this lease.

**J. RPM Non-Competitive Lease (Exempt from Competition)**

**1. Requesting Agency:** Mississippi Secretary of State

**Lease #:** 775-251-20B

**Lessor:** Vital Records

**Term:** 09-01-2019 thru 08-31-2020

**Total Yearly Cost:** \$54,580.00

**Cost PSF:** \$5.48 Inclusive

**Previous Cost PSF:** \$36,000.00

**Total Space per Occupant:** N/A

**Federal Funds:** 0%

**Square Footage Proposed:** 9,955

**Previous Square Footage:** 11,242

**Address of Property:** 40 Northtown Drive, Jackson, MS.

**Purpose of Lease:** This is for storage of records that are stored and retrieved from time to time as needed by the Secretary of State's office. Old records are in the process of being purged and destroyed. The total cost is a projection of storage cost and disposal charges by the storage company.

**Note:** This is a one (1) year lease with no renewals.

**Staff Recommendation:** This request has been reviewed for compliance and has been determined to comply with all rules, regulations and legal requirements by DFA staff. RPM recommends the approval of this lease.

**K. RPM Director's Report**

**VI. DFA Office of Personal Service Contract Review (OPSCR)**

**A. Petitions for Relief from Competitive Sealed Bidding**

**B. Consideration of Contracts for Board Action**

**1. Requesting Agency:** Mississippi Emergency Management Agency

**Supplier:** Atkins North America, Inc.

**Contract #:** 8200046600

**Term:** 08/07/2019 – 07/31/2020

**Total Value:** \$2,982,000.00

**New  
\$2,982,000.00**

**Summary of Request:** The term of the contract is one year with three one-year optional renewals. The Contractor will assist MEMA with the management and administration of the Public Assistance (PA) program, which provides financial assistance to state and local

governments or individuals who own or operate a private or nonprofit facility for the repair, restoration, reconstruction, or replacement of a facility damaged or destroyed by a major disaster and for associated expenses. The Contractor was selected through an IFB with two respondents. The Agency requests an exemption to PPRB OPSCR Rules and Regulations section 3-202.08.1 for failure to treat the Question and Answer document as an Amendment, not obtaining Acknowledgement of Amendments, and not publicly posting the Amendment on the Mississippi Opportunity Search Portal (Procurement Portal). The document was posted on the agency's website as indicated within the solicitation, therefore OPSCR staff does not have concerns regarding competition, fairness, and transparency. One respondent was deemed non-responsible for not meeting the minimum requirements and requested a debriefing. The debriefing was held June 11, 2019 and the respondent filed a Protest. The agency determined the Protest was without merit July 8, 2019 and the vendor did not appeal the agency's decision. The hourly rate for engineers is \$150.00 and for technical specialists is \$130.00. The Contractor included an hourly rate for Project Managers, however the agency rejected that portion of the bid as non-responsive. Additional fees included in the Contractor's bid are provided in Attachment B. Proof of Contractor's fidelity bond and automobile property damage insurance certificates must be received from the Agency prior to processing the contract.

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and upon granting the exceptions to PPRB OPSCR Rules and Regulation 3-202.08.1 will comply with all legal requirements. OPSCR recommends granting of the exception and approval of the contract as requested contingent upon receipt of the Contractor's fidelity bond and automobile property damage insurance certificates.

**Projected Budget for Life of the Contract:** \$11,928,000.00

2. **Requesting Agency:** DMH – Mississippi State Hospital @ Specialized Treatment Facility

**Supplier:** Richard F. Kutner, M.D.

**Contract #:** 116847

**Term:** 09/01/2019 – 8/31/2021

**Total Value:** \$544,000.00

**New  
\$544,000.00**

**Summary of Request:** The term of the contract is two years with one optional two-year renewal. The Contractor will serve as Medical Director for child-adolescent psychiatry at the Specialized Treatment Facility (STC). The Contractor was selected through a Request for Applications (RFA) with one respondent. The Contractor will be paid \$250.00 per hour not to exceed 20 hours per week on-site and \$1,000.00 per month for on-call services. The Agency requests an exception to Section-3-202.06.3 of the PPRB OPSCR Rules and Regulations as a result of the date fixed for receiving applications was on a Monday. OPSCR staff does not have concerns regarding the competitiveness of this procurement. The Agency is currently under contract for the same service with the same Contractor under a Small Purchase agreement that will end August 31, 2019 for approximately \$50,000.00. Proof of the regulatory board's approval (Mississippi Board of Mental Health) must be received from the agency prior to processing the contract.

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and upon granting the exception to Section 3-202.06.3, will comply with OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract as requested contingent upon proof of regulatory board approval.

**Projected Budget for Life of the Contract: \$1,088,000.00**

**3. Requesting Agency: Mississippi Department of Marine Resources**

**Supplier:** The University of Southern Mississippi

**Contract #:** 8200046430

**Term:** 09/01/2019 – 06/30/2020

**Total Value:** \$168,165.00

**New**

**\$168,165.00**

**Summary of Request:** The term of the contract is approximately ten months with no renewals. The Contractor will provide analysis of up to 2,080 seawater samples and 42 shellfish samples to analyze the sanitation of shellfish to protect the public health. The budget contained in Attachment A provides costs for personnel (\$101,104.00) and commodities (\$14.00 per water sample and \$27.50 per oyster meat sample). The Contractor was selected pursuant to Section 3-102.04, Procuring Services Offered by Governmental Entities Not Under Purview of PPRB, of the PPRB OPSCR Rules and Regulations, which allows agencies to contract directly with state entities without soliciting the private sector. The University of Southern Mississippi microbiology lab is the only U.S. Food and Drug Administration certified facility in the State that is able to perform water and oyster meat sampling. The MDMR Executive Director determined that the services meet the Agency's requirements and the price represents fair market value for the service, based on a comparison of the price of services through USM's Gulf Coast Research Laboratory (hereinafter "GCRL") against costs at Micro-Methods Laboratory. Further, Miss. Code Ann. § 49-15-15(m) encourages MDMR to "utilize the resources of the GCRL to the fullest extent possible."

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract as requested.

**Projected Budget for Life of the Contract: \$168,165.00**

**4. Requesting Agency: Veterans Home Purchase Board**

**Supplier:** Rogers Dunn, LLC

**Contract #:** 8200026104

**Term:** 09/01/2016 – 08/31/2020

**Total Value:** \$253,200.00

**Renewal**

**\$63,300.00**

**Summary of Request:** The term of the original contract was two years with three optional one-year renewals. Amendment Two has been submitted to exercise the second optional renewal allowed by the original contract. The Contractor provides professional management, maintenance, and upkeep of the Agency's facility in Pearl. The services include janitorial work, grounds upkeep, pest-control, and building maintenance as approved by the VHPB. The Contractor was originally selected through an RFP. The annual cost of building maintenance is \$63,300.00 or \$5,275.00 per month. Amendment One was approved at the July 2018 PPRB meeting. Amendment Two updates the Compensation, Period of Performance, and Entire Agreement clauses. Proof of the Contractor's updated required professional liability insurance certification must be received from the Agency prior to processing the contract renewal.

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR

recommends approval of the contract renewal as requested contingent upon receipt of the Contractor's updated required professional liability insurance certification.

**Projected Budget for Life of the Contract: \$316,500.00**

5. **Requesting Agency:** Mississippi Department of Environmental Quality

**Supplier:** Warner, Inc. d/b/a Service Master One Call

**Contract #:** 8200018902

**Term:** 07/01/2015 – 06/30/2020

**Total Value:** \$83,640.00

**Modification (N)  
\$13,940.00**

**Summary of Request:** The term of the original contract was one year with four optional one-year renewals. Modification Four exercised the last optional renewal allowed by the original contract and Modification Five was submitted to increase the spending authority by \$13,940.00 for continuity of services. The Contractor provides janitorial services at the Central Regional Office, Laboratory, and the Geology Satellite Office location. The Contractor is paid \$1,394.00 per month for all three sites. The Contractor was originally selected through a Request for Proposals (RFP). As this RFP was issued on April 14, 2015, the procurement must comply with PSCRB Rules and Regulations (effective 1/16/2015), while the contract must comply with PPRB OPSCR Rules and Regulations. The procurement did not require a Petition for Relief as the date of issuance predates House Bill 1109. The Agency requests the following exceptions to the identified sections of the PSCRB Rules and Regulations: Section 3-203.13.2(d), Evaluation, for not including "record of past performance of similar work" as an evaluation factor, and Section 3-202.12.4.1, Minor Informalities, for not deeming the respondents non-responsive for failing to submit required documents. The agency effectively waived the requirement for all respondents, therefore OPSCR does not have concerns regarding competition, fairness, and transparency. Modification Four, Modification Three, Modification Two, Modification One, and the original contract were system approved as the value did not exceed \$75,000.00 cumulatively and did not require regulatory approval. Modification Five updates the Consideration and Payment clause. All other terms and conditions of the original contract remain the same. Proof of the Contractor's required employee fidelity bond insurance certificates must be received from the Agency prior to processing the contract modification.

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and upon granting of exceptions to Sections 3-203.13(d) and 3-202.12.4.1 will comply with PSCRB Rules and Regulations (effective 1/16/2015), PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends granting of exceptions to Sections 3-203.13(d) and 3-202.12.4.1 and approval of the contract modification as requested contingent upon receipt of required employee fidelity bond insurance certificates.

**Projected Budget for Life of the Contract: \$83,640.00**

6. **Requesting Agency:** Mississippi Department of Environmental Quality

**Supplier:** Integra Realty Resources – Jackson, LLC

**Contract #:** 8200035107

**Term:** 10/01/2017 – 09/30/2022

**Total Value:** \$400,000.00

**Renewal  
\$0.00**



**Summary of Request:** The term of the original contract was two years with the option to renew without exceeding a five year total term. Modification One has been submitted to extend the contract term for three years as allowed by the original contract. The Agency requests no additional spending authority because no funds were expended in the first two years of the contract. The Contractor provides appraiser services as needed by the Agency. These services include preparing and providing real property appraisals to establish fair market value for land acquisitions, preparing and delivering preliminary appraisal reports, consulting with DEQ and its legal counsel regarding services to be performed by the appraiser, and performing other tasks as identified by DEQ related to land acquisitions. The Contractor was originally selected through an RFQ, which resulted in the award of four contracts. The Contractor is paid according to the hourly rates provided in Exhibit C, Contractor's Rate Schedule. The original contract was approved at the September 2017 PSCRB meeting. Modification One updates the Period of Performance, Representation Regarding Gratuities, Procurement Regulations, Stop Work Order, E-Payment, Approval, Claims Based on a Procurement Officer's Actions or Omissions, and Price Adjustment clauses. Proof of the Contractor's required workers' compensation, employer's liability, comprehensive general liability, and automobile liability insurance certifications must be received from the Agency prior to processing the contract renewal.

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested contingent upon receipt of the Contractor's updated required workers' compensation, employer's liability, comprehensive general liability, and automobile liability insurance certifications.

**Projected Budget for Life of the Contract:** \$400,000.00

7. **Requesting Agency:** Mississippi Department of Human Services

**Supplier:** Mid America Health, Inc.

**Contract #:** 8200020565

**Term:** 09/01/2015 – 08/31/2020

**Total Value:** \$743,582.60

**Renewal  
\$0.00**

**Summary of Request:** The term of the original contract is for one year with four optional one-year renewals. Modification Five has been submitted to exercise the last renewal allowed by the original contract. The Agency requests no additional spending authority because only \$520,316.62 has been expended. The Contractor provides dental services as needed for students at the Oakley Youth Development Center. The Contractor was originally selected through an RFP. Modification Four was approved at the November 2017 PSCRB meeting extending the contract to August 31, 2019. Modification Five updates the Period of Performance, Entire Agreement, Consideration and Method of Payment, Procurement Regulations, Representation Regarding Gratuities, and Stop Work Order clauses and adds the Approval clause. All other terms and conditions of the original contract remain the same.

**Staff Recommendation:** This request has been reviewed for compliance by OPSCR staff and complies with PPRB OPSCR Rules and Regulations and all legal requirements. OPSCR recommends approval of the contract renewal as requested.

**Projected Budget for Life of the Contract:** \$743,582.60

**C. Department of Child Protection Services Contracts and Department of Human Services Contracts Useful in Establishing and Operating DCPS for Calendar Year 2019**

*Neither the Public Procurement Review Board nor OPSCR staff approves Department of Child Protection Services (DCPS) contracts or Department of Human Services (DHS) contracts useful in establishing and operating DCPS. These contracts are reported to the board for consideration of recommendations, but are not subject to OPSCR Rules and Regulations. The implementation of any board recommendations is at the discretion of DHS and/or DCPS. Pursuant to Miss. Code Ann. § 27-104-7(f), the board is not authorized to disapprove any proposed personal service contracts for DCPS or DHS contracts that are useful in establishing and operating DCPS.*

**D. Emergency Contracts Reported to the Board for Calendar Year 2019**

*Emergency contracts are reviewed by OPSCR staff for technical compliance upon the written request of the submitting agency. The OPSCR staff will process the contract in MAGIC upon receipt of the contract, and then conduct the requested review and notify the agency of any problems found during the requested review; however, it is the responsibility of the agency to correct any errors. If no written request for review is made by the submitting agency, OPSCR staff will process the contract in MAGIC upon receipt of same, and then conduct a review of the contract for internal auditing purposes. Emergency contracts are presented to the PPRB at its regular meeting and are included in the minutes of said meeting, but no action is required by the PPRB as to these contracts. Any approval in MAGIC or any other state system does not constitute approval of the emergency procurement by the PPRB and is done solely for processing purposes. This provision is not intended to prevent the PPRB from making a report under the statutory authority to audit or to take other action as deemed appropriate.*

**E. OPSCR Staff Approvals Reported to the Board**

**F. OPSCR Director's Report**

**1. Rules and Regulations**

**a. Proposed Revisions to Rules and Regulations**

**2. MDHS/MDCPS statutory exemption**

**a. HB 714**

**b. SB 2867**

**VII. Other Business**

**VIII. Adjournment**