

PUBLIC PROCUREMENT REVIEW BOARD

SPECIAL MEETING

MONDAY, DECEMBER 14, 2015

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. Charles R. Snowden, Member

OTHERS

Mr. Bennie Nutt, Deputy Executive Director, DFA
Mr. Mike Cook, Director of the Office of Purchasing and Travel, DFA
Mr. Glenn Kornbrek, Director of the Bureau of Building, Grounds and Real Property Management, DFA
Mr. Kent Adams, Director of the Real Property Management, DFA
Ms. Aubrey Leigh Goodwin, Special Assistant Attorney General, DFA
Ms. Delores Douglas, PPRB Recorder, DFA

ABSENT

Mr. Freddie M. "Flip" Phillips, Vice Chairman

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

OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT

Mr. Mike Cook presented the following:

1. The Mississippi Department of Transportation (MDOT) requested approval of multiple awards for the purchase of Hot and Cold Asphalt. MDOT requested bids and wishes to award to multiple vendors on the following basis: if the product will be picked up, the award will be made with the bidder that provided the lowest cost. If the product will be delivered, the award will be made to the bidder that has the lowest cost (line item cost plus haul cost). If the lowest bidder is not able to fulfil the order, this bid allows for the next lowest bidder to be chosen for the order. The following suppliers met the specifications: Apac - Mississippi Inc., Huey Stockstill Inc., Dunn Roadbuilders LLC., Barriere Const Co Inc., Adcamp Inc., Dickerson & Bowen Inc., Pandle Inc., Lehman-Roberts Co Inc., Warren Paving Inc., W G Construction Co Inc., Superior Asphalt Inc., W E Blain & Sons Inc., and Mallette Brothers Const Co Inc. The amount of contracts are, respectively: \$1,145,000.00, \$250,000.00, \$350,000.00, \$125,000.00, \$25,000.00, \$350,000.00, \$150,000.00, \$400,000.00, \$150,000.00, \$30,000.00, \$30,000.00, 800,000.00, 460,000.00, and will be effective from 1/1/2016 – 06/30/2016. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency to award this contract. Mr. Upchurch seconded and the motion carried.
2. The Mississippi Department of Transportation (MDOT) requested authority to utilize Master Lease Purchase Program financing of heavy duty equipment for the next five years (2016 to 2021). MDOT provided a schedule of equipment to be purchased over the next year in the amount of \$2,399,500.00. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency to award this contract. Mr. Upchurch seconded and the motion carried.
3. The Mississippi Department of Human Services (MDHS) requested approval of a contract with pharmaceuticals for students at Oakley Youth Development Center (OYDC). These medications

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are administered to students committed to OYDC. MDHS failed to comply with bid opening requirements of Section 3.106(4) Bid Opening of the Procurement Manual by delaying the opening beyond the advertised date. However, no vendor was present at the scheduled opening, the sole vendor's bid was received by the deadline, the delayed opening was done publically, and no protest was filed on this issue. Accordingly, MDHS requested a deviation from the above referenced section Mr. Snowden made a motion to approve the requested deviation and to allow the award contingent upon the issuance of a purchase order or an award letter by the agency to award this contract. Mr. Upchurch seconded and the motion carried.

BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT

Leases


Mr. Kent Adams presented the following:

The Board reviewed (a) Leases With No Increase in Cost or Space. Mr. Snowden made the motion to approve (a) as recommended by the Division of Real Property Management, contingent upon fully executed leases. Mr. Upchurch seconded, and the motion carried.


The Board reviewed (b) Leases With Increase in Cost or Space. Mr. Snowden made the motion to approve (b) as recommended by the Division of Real Property Management, contingent upon fully executed leases. Mr. Upchurch seconded, and the motion carried.

The Board reviewed (c) New Leases. Mr. Snowden made the motion to approve (c) as recommended by the Division of Real Property Management, contingent upon fully executed leases. Mr. Upchurch seconded, and the motion carried.

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



Mr. Charles R. Snowden



Mr. Kevin J. Upchurch

AGENDA

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

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I. OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT

Mr. Mike Cook, Director of the Office of Purchasing and Travel, presents the following:

- Mississippi Department of Transportation (MDOT) request for approval of agency contract for Hot and Cold Mix Asphalt

II. BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT

Mr. Glenn Kornbrek, Director of the Bureau of Building, Grounds and Real Property Management presents the following:

- Leases with no Increase in Cost or Space (a)

III. NEXT MEETING DATE

Regular Meeting, Wednesday, January 06, 2015

**OFFICE OF PURCHASING AND TRAVEL
PUBLIC PROCUREMENT REVIEW BOARD
SPECIAL MEETING AGENDA
December 14, 2015**

- 1. REQUESTING AGENCY:** MS Department of Transportation
SUPPLIER (S): APAC - MISSISSIPPI INC., HUEY STOCKSTILL INC., DUNN ROADBUILDERS LLC., BARRIERE CONST CO INC., ADCAMP INC., DICKERSON & BOWEN INC., PANDLE INC., LEHMAN-ROBERTS CO INC., WARREN PAVING INC., W G CONSTRUCTION CO INC., SUPERIOR ASPHALT INC., W E BLAIN & SONS INC., MALLETTE BROTHERS CONST CO INC.
MAGIC NUMBER: 8200022522, 8200022535, 8200022533, 8200022530, 8200022516, 8200022531, 8200022541, 8200022529, 8200022544, 8200022543, 8200022542, 8200022523, 8200022540
AMOUNT OF CONTRACT: \$1,145,000.00, \$250,000.00, \$350,000.00, \$125,000.00, \$25,000.00, \$350,000.00, \$150,000.00, \$400,000.00, \$150,000.00, \$30,000.00, \$30,000.00, 800,000.00, 460,000.00
TERM OF CONTRACT: 1/1/2016 – 06/30/2016
SCOPE OF CONTRACT: Competitive Bid – agency contract for Hot and Cold Mix Asphalt
PURCHASE METHOD: Competitive Bid
COMMENTS: MDOT requested bids for the purchase of Hot and Cold Asphalt. Award will be made to all bidders that meet specifications. If the product will be picked up, the award will be made with the bidder that provided the lowest cost (line item cost plus the cost of transport). If the product will be delivered, the award will be made to the bidder that has the lowest cost (line item cost plus haul cost). If the lowest bidder is not able to fulfil the order, this bid allows for the next lowest bidder to be chosen for the order.
COMPLIANCE WITH PROCEDURES (YES, NO): Yes
If no, explanation:
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 to award this contract.
- 2. REQUESTING AGENCY:** MS Department of Transportation
MASTER LEASE PURCHASE: \$2,399,500
TERM OF CONTRACT: 5 YEAR MASTER LEASE 2016 – 2021
PURCHASE METHOD: TBD
COMMENTS: MDOT is requesting Master Lease Financing of heavy duty equipment for the next five years 2016 to 2021. Master Lease schedule of equipment is attached. Equipment to be purchased over the next year.
COMPLIANCE WITH PROCEDURES (YES, NO): Yes
If no, explanation:
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 to award this contract after following bid or contract regulations.

3. REQUESTING AGENCY: MS Department of Human Services

SUPPLIER: Diamond Drugs, Inc.

MAGIC NUMBER: 8200022665

AMOUNT OF CONTRACT: \$720,000.00

TERM OF CONTRACT: Five Years (01/01/2016 – 12/31/2020)

SCOPE OF CONTRACT: Approval of a contract with Diamond Drugs for pharmaceuticals for students at Oakley Youth Development Center. These medications are administered to students committed to OYDC. Medication requests vary because ne students are committed on a regular basis.

PURCHASE METHOD: Bid Solicitation

COMMENTS: MS Department of Human Services requests approval of a contract with Diamond Drugs for pharmaceuticals for students at Oakley Youth Development Center. These medications are administered to students committed to OYDC.

COMPLIANCE WITH PROCEDURES (YES, NO): No

If no, explanation: MS DHS failed to comply with bid opening requirements of Section 3.106(4) Bid Opening of the Procurement Manual. DHS requests a deviation from the above referenced section. "Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The name of each bidder shall be recorded. The amount of each bid and such other relevant information as may be specified by regulation may be recorded; the record and each bid shall be open to public inspection as provided in Section 1.108, Public Access to Procurement Information. "

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.

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LEASES

850-000

The Division of Real Property Management requests concurrence and approval of the following:

(a) LEASES WITH NO INCREASE IN COST OR SPACE:

<u>Agency</u>	<u>Location</u>	<u>Eff. Date</u>	<u>Type* Space</u>	<u>Previous Sq. Ft.</u>	<u>Proposed Sq. Ft.</u>	<u>Previous** \$/Sq. Ft.</u>	<u>Proposed** \$/Sq. Ft.</u>	<u>%Fed Esc</u>	<u>Fund</u>	<u>\$/Year</u>	<u>Lease #</u>
MSDH	260 Walnut St. Rolling Fork	01/31/2016 09/30/2020	WH	3,000	3,000	4.00+UJ	4.00+UJ	N 100	12,000		390-631-20A 01408
MSDH	330 Courthouse Gulfport	01/01/2016 09/30/2020	WH	7,193	7,193	10.75+UJ	10.75+UJ	N 100	77,324.64		390-242-20B 01603

The Department of Health requests for extensions through September 30, 2020, is the anticipated date that the WIC Warehouse System will terminate in the State of Mississippi. The Mississippi Department of Health is requesting to amend Section 20 of the standard Lease to include an Addendum addressing the ability to terminate the lease sooner, should the WIC funding be terminated prior to September 30, 2020. (All Health WIC requests herein are in accordance with recent leases submitted by Health.)

(b) LEASES WITH INCREASE IN COST OR SPACE:

<u>Agency</u>	<u>Location</u>	<u>Eff. Date</u>	<u>Type* Space</u>	<u>Previous Sq. Ft.</u>	<u>Proposed Sq. Ft.</u>	<u>Previous** \$/Sq. Ft.</u>	<u>Proposed** \$/Sq. Ft.</u>	<u>%Fed Esc</u>	<u>Fund</u>	<u>\$/Year</u>	<u>Lease #</u>
MSDH	809 Main St. Leakesville	01/01/16 09/30/20	WH	3,000	3,000	6.50+UJ	8.80+UJ	N 100	26,400		390-211-20A 07274

The Department of Health requests an end date of September 30, 2020, which is the anticipated date that the WIC Warehouse System will terminate in the State of Mississippi. The Mississippi Department of Health is requesting to amend Section 20 of the standard Lease to include an Addendum addressing the ability to terminate the lease sooner, should the WIC funding be terminated prior to September 30, 2020. (All Health WIC requests herein are in accordance with recent leases submitted by Health.)

(c) NEW LEASES

<u>Agency</u>	<u>Location</u>	<u>Eff. Date</u>	<u>Type* Space</u>	<u>Previous Sq. Ft.</u>	<u>Proposed Sq. Ft.</u>	<u>Previous** \$/Sq. Ft.</u>	<u>Proposed** \$/Sq. Ft.</u>	<u>%Fed Esc</u>	<u>Fund</u>	<u>\$/Year</u>	<u>Lease #</u>
Audit	431 W Main Tupelo	01/01/16 12/31/18	O		1,350		12.00 inc	N 0	16,200		085-412-18A 07240
Insurance	42 Northtown Dr. Jackson	12/01/2015 10/31/2016	S	200	200	12.49	13.62	N 0	2,724		440-251-16B 01493

The Insurance Department requests a start date of December 1, 2015. After obtaining quotes to move to a less expensive location closer to the Woolfolk Building, Insurance was informed that the new location leaked during inclement weather. The Insurance Department hereby requests to remain at current location with an increase in cost as a new lease (since the previous lease has lapsed).

Escalations: U=Utilities J=Janitorial I=Insurance T=Taxes R=Rent

* O = Office WH = Warehouse C = Clinic WS = Workshop H = Housing L = Library S = Storage LB = Lab LD = Land T = Training
 ** inc = Utilities and Janitorial Services are included in this amount
 +UJ = Utilities and Janitorial Services are not included in this amount
 +U = Utilities are not included in this amount
 +J = Janitorial Services are not included in this amount