

# **PUBLIC PROCUREMENT REVIEW BOARD**

## **REGULAR MEETING**

**TUESDAY, AUGUST 02, 2016**

A regular meeting of the Public Procurement Review Board (PPRB) was scheduled for 2:30 p.m. in the 13<sup>th</sup> floor Conference Room of the Woolfolk State Office Building located in Jackson, Mississippi.

### **PRESENT**

Mrs. Laura D. Jackson, Chairman  
Mr. Brian Pugh, Vice Chairman  
Mr. Charles R. Snowden, Member

### **OTHERS**

Mr. Bennie Nutt, Deputy Executive Director, DFA  
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  
Mr. Kent Adams, Director of Real Property Management, DFA  
Mr. Glenn Kornbrek, Director of the Bureau of Building, Grounds and Real Property Management, DFA  
Mr. Edward Wiggins, Jr., Special Assistant Attorney General, DFA  
Ms. Melody Coulson, PPRB Recorder

The Chairman called the meeting to order at 3:05p.m.

### **MINUTES**

Mrs. Jackson asked if the Minutes had been reviewed for the following meetings:

- Regular Meeting, Wednesday, July 06, 2016
- Special Meeting, Wednesday, July 20, 2016

Mr. Pugh made a motion to approve. Mr. Snowden seconded and the motion carried.

### **OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT (OPTFM)**

Ms. Irvin presented the following:

1. Mississippi State University (MSU) – Award to Formations, Inc., in the amount of \$948,379.00 for One (1) year (8/2/2016 – 7/10/2017 for Fabrication and Installation of Exhibits for Mitchell Memorial Library (the Ulysses S. Grant Presidential Library Museum). Mr. Pugh made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Snowden seconded and the motion carried.

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### **Regular Meeting**

**Tuesday, August 02, 2016**

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2. Mississippi Department of Transportation (MDOT) – Award to National Bus Sales & Leasing, in the amount of \$4,516,650.00 for One (1) Year (08/02/2016 – 07/10/2017 – with the option to extend for up to forty-eight (48) months, twelve (12) months at a time for 27/29-A ADA Passenger Buses. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.
3. The Mississippi Department of Transportation (MDOT) - Award to Alliance Bus Group, Inc., in the amount of \$2,324,500.00 for One (1) Year (08/02/2016 – 06/30/2017 - with the option to extend for up to forty-eight (48) months, twelve (12) months at a time (The total contract term shall not exceed sixty (60) months) for 17-A Passenger Buses. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.
4. The Mississippi Department of Transportation (MDOT) - Award to Alliance Bus Group, Inc., in the amount of \$3,629,250.00 for One (1) Year (08/02/2016 – 06/30/2017 - with the option to extend for up to forty-eight (48) months, twelve (12) months at a time (The total contract term shall not exceed sixty (60) months) for 27/29-A Basic Passenger Buses. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.
5. The Mississippi Department of Transportation (MDOT) - Award to Transportation South, Inc., in the amount of \$10,818,460.00 for One (1) Year (08/02/2016 – 06/30/2017 - with the option to extend for up to forty-eight (48) months, twelve (12) months at a time (The total contract term shall not exceed sixty (60) months) for 24/25-A ADA Passenger Buses. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.
6. The Mississippi Department of Transportation (MDOT) - Award to Transportation South, Inc., in the amount of \$2,615,500.00 for One (1) Year (08/02/2016 – 06/30/2017 - with the option to extend for up to forty-eight (48) months, twelve (12) months at a time (The total contract term shall not exceed sixty (60) months) for 24/25-A Passenger Buses. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.
7. The Mississippi Department of Transportation (MDOT) - Award to Transportation South, Inc., in the amount of \$9,780,324.00 for One (1) Year (08/02/2016 – 06/30/2017 - with the option to extend for up to forty-eight (48) months, twelve (12) months at a time (The total contract term shall not exceed sixty (60) months) for 17-A ADA Passenger Buses. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.
8. The Mississippi Department of Public Safety (MDPS) – Award to Ricoh USA, Inc., in the amount of \$469,931.64 for Five (5) Years (09/01/2015 – 08/31/2020 for State Contract Copiers. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.

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9. The Mississippi Department of Public Safety (MDPS) – Award to Ricoh USA, Inc., in the amount of \$755,870.27 for Five (5) Years (04/01/2015 – 03/31/2020 for State Contract Copiers. Mr. Snowden made a motion to approve this item contingent upon the issuance of a purchase order or an award letter by the agency. Mr. Pugh seconded and the motion carried.

## **BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT (BOB)**

### **Leases**

Mr. 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. Pugh seconded, and the motion carried.

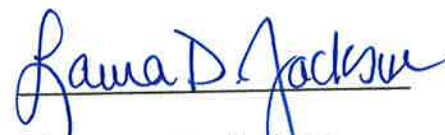
The Board reviewed (b) Farmland Leases. Mr. Snowden made the motion to approve (b) as recommended by the Division of Real Property Management, contingent upon fully executed leases. Mr. Pugh seconded, and the motion carried.

### **Construction**


Mr. Kornbrek presented the following:

1. Request to requisitioning \$300,000.00 from the FY17 Capital Expense Fund and to proceed with Emergency Project GS# 377-003 NSSC Chillers (EMER) Office of Capitol Facilities (Department of Finance and Administration). Mr. Snowden made a motion to approve. Mr. Pugh seconded and the motion carried.
2. Change Order #2 on GS#421-092 Building 67 Improvements, Boswell Regional Center (Magee, Mississippi) for an increase of \$68,598.94 and +60 Days. Mr. Pugh made a motion to approve. Mr. Snowden seconded and the motion carried.
3. A report of the Agency Contracts, Construction, F&E, and ITS Awards for the record. The Board acknowledged the report.

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

  
Mrs. Laura D. Jackson

  
Mr. Brian Pugh

  
Mr. Charles R. Snowden





**STATE OF MISSISSIPPI**  
GOVERNOR PHIL BRYANT

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

LAURA D. JACKSON  
EXECUTIVE DIRECTOR

# **NOTICE**

A Regular Meeting of the

## **PUBLIC PROCUREMENT REVIEW BOARD**

will be held Tuesday, August 02, 2016, 2:00 p.m. in the  
13th floor Conference Room  
Woolfolk State Office Building

## AGENDA

### **PUBLIC PROCUREMENT REVIEW BOARD**

**Regular Meeting**

**2:00 p.m.**

**TUESDAY, AUGUST 02, 2016**

#### **I. MINUTES**

Request to approve the following minutes from the previous months:

- Regular Meeting, Wednesday, July 6, 2016
- Special Meeting, Wednesday, July 20, 2016

#### **II. 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 the Mississippi State University (MSU)
- 6 contracts for the Mississippi Department of Transportation (MDOT)
- 2 contracts for the Mississippi Department of Public Safety (MDPS)

#### **III. BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT (BOB)**

Mr. Kent Adams, Director of Real Property Management presents the following:

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

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

- Requesting \$300,000.00 from FY17 Capital Expense Fund for **GS# 377-003 NSSC Chillers (EMER) Office of Capitol Facilities (Department of Finance and Administration)**
- Change Order #2 on **GS#421-092 Building 67 Improvements, Boswell Regional Center (Mage, Mississippi)**
- Report of Construction, F&E and ITS Awards

#### **IV. DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**

- Acknowledge, Kevin J. Upchurch, Executive Director and Chairman and Freddie M. "Flip" Phillips, Deputy Executive Director and Vice Chairman, both retired effective June 30, 2016
- Acknowledge, Laura D. Jackson, as the new Executive Director of DFA and the new Chairman of PPRB as of July 01, 2016
- Acknowledge, Dr. Brian Pugh, as the new Deputy Executive Director of DFA and the Vice Chairman of PPRB as of July 25, 2016

#### **V. NEXT MEETING DATE**

Regular Meeting, Wednesday, September 07, 2016

**OFFICE OF PURCHASING AND TRAVEL  
PUBLIC PROCUREMENT REVIEW BOARD  
MEETING AGENDA  
August 2, 2016**

- 1. REQUESTING AGENCY:** Mississippi State University (MSU)  
**SUPPLIER:** Formations, Inc.  
**MAGIC NUMBER:** 8200026862  
**AMOUNT OF CONTRACT:** \$948,379.00  
**TERM OF CONTRACT:** One (1) Year (08/02/2016 - 07/10/2017)  
**SCOPE OF CONTRACT:** Fabrication and Installation of Exhibits for Mitchell Memorial Library (the Ulysses S. Grant Presidential Library Museum)  
**PURCHASE METHOD:** Request for Proposals (RFPs)  
**COMMENTS:** MSU submitted a request to use competitive sealed proposals and the use of brand-specific specifications for some items to the Chief Procurement Officer (CPO). The CPO approved the request. MSU solicited RFPs for the fabrication and installation of exhibits for the Ulysses S. Grant Presidential Library (museum) housed in the Mitchell Memorial Library. This will be a museum quality exhibit that will present the story of General and President Grant. Seven (7) proposals were received for the fabrication and installation of the exhibits. No protests were received. Each proposal was evaluated and scored by a team of seven (7) based on five (5) factors: (1) Firm Profile with a maximum of 10 points; (2) Past Experience with a maximum of 25 points; (3) Key Personnel with a maximum of 15 points; (4) Work Plan and Schedule with maximum of 10 points; and (5) Cost with a maximum of 40 points (a total score of 100 points). In addition to the above criteria, the contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Supplier as well as cost. The selected vendor's response received the highest score and was the second lowest price proposal. MSU is requesting the Board's approval to award a contract to the vendor with the highest scoring proposal that meets the evaluation criteria.  
**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.
- 2. REQUESTING AGENCY:** Mississippi Department of Transportation (MDOT)  
**SUPPLIER:** National Bus Sales & Leasing  
**MAGIC NUMBER:** 8200027270  
**AMOUNT OF CONTRACT:** \$4,516,650.00  
**TERM OF CONTRACT:** One (1) year (08/02/2016 - 07/20/2017, with the option to extend for up to forty-eight (48) months, twelve (12) months at a time. The total contract term shall not exceed sixty (60) months.)  
**SCOPE OF CONTRACT:** 27/29-A ADA Passenger Buses  
**PURCHASE METHOD:** Competitive RFX- (Agency Contract)  
**COMMENTS:** MDOT Public Transit and Asset Management Divisions solicited bids for the purchase of up to fifty (50) 27/29-A) ADA Passenger buses. Three (3) responses were received. No protests were received. The award will be made based on the lowest total bid meeting MDOT's specifications and bid requirements. MDOT has selected the highest vendor to receive the contract. The first (1<sup>st</sup>) bidder's response was rejected

because the response did not meet the specifications as required. The unit submitted does not have destination signs as required by the specifications. The second (2<sup>nd</sup>) bidder's response was rejected because the response did not meet the specifications as required. The item submitted does not have a maximum step height of 12" as required on five (5) of the specifications. Other State Agencies and Governing Authorities may purchase from this contract. MDOT is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**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.

**3. REQUESTING AGENCY:** Mississippi Department of Transportation (MDOT)

**SUPPLIER:** Alliance Bus Group, Inc.

**MAGIC NUMBER:** 8200027156

**AMOUNT OF CONTRACT:** \$2,324,500.00

**TERM OF CONTRACT:** One (1) Year (08/02/2016 – 06/30/2017, with the option to extend for up to forty-eight (48) months, twelve (12) months at a time. The total contract term shall not exceed sixty (60) months.)

**SCOPE OF CONTRACT:** 17-A Passenger Buses

**PURCHASE METHOD:** Competitive RFx- (Agency Contract)

**COMMENTS:** MDOT Public Transit and Asset Management Divisions solicited bids for the purchase of up to fifty (50) 17-A Passenger buses. Three (3) responses were received. No protests were received. The award will be made based on the lowest total bid meeting MDOT's specifications and bid requirements. MDOT has selected the vendor with the lowest price to receive the contract. Other State Agencies and Governing Authorities may purchase from this contract. MDOT is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**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.

**4. REQUESTING AGENCY:** Mississippi Department of Transportation (MDOT)

**SUPPLIER:** Alliance Bus Group, Inc.

**MAGIC NUMBER:** 8200027236

**AMOUNT OF CONTRACT:** \$3,629,250.00

**TERM OF CONTRACT:** One (1) year (08/02/2016 - 06/30/2017, with the option to extend for up to forty-eight (48) months, twelve (12) months at a time. The total contract term shall not exceed sixty (60) months.)

**SCOPE OF CONTRACT:** 27/29-A Basic Passenger Buses

**PURCHASE METHOD:** Competitive RFx- (Bid Solicitation)

**COMMENTS:** MDOT Public Transit and Asset Management Divisions solicited bids for the purchase of up to fifty (50) 27/29-A Basic Passenger buses. Three (3) responses were received. No protests were received. The award will be made based on the lowest total bid meeting MDOT's specifications and bid requirements. MDOT has selected the vendor with the second (2<sup>nd</sup>) lowest price to receive the contract. The first (1<sup>st</sup>) bidder's



response was rejected because the vendor did not meet the specifications as required. The unit being bid does not have a maximum step height of 12" as required for five (5) of the specifications. Other State Agencies and Governing Authorities may purchase from this contract. MDOT is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**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.

**5. REQUESTING AGENCY:** Mississippi Department of Transportation (MDOT)

**SUPPLIER:** Transportation South, Inc.

**MAGIC NUMBER:** 8200027240

**AMOUNT OF CONTRACT:** \$10,818,460.00

**TERM OF CONTRACT:** One (1) year (08/02/2016 - 06/30/2017, with the option to extend for up to forty-eight (48) months, twelve (12) months at a time. The total contract term shall not exceed sixty (60) months.)

**SCOPE OF CONTRACT:** 24/25-A ADA Passenger Buses

**PURCHASE METHOD:** Competitive RFx- (Agency Contract)

**COMMENTS:** MDOT Public Transit and Asset Management Divisions solicited bids for the purchase of up to one hundred eighty-eight (188) 24/25-A ADA Passenger buses. Three (3) responses were received. No protests were received. The award will be made based on the lowest total bid meeting MDOT's specifications and bid requirements. MDOT has selected the vendor with the second (2<sup>nd</sup>) lowest price to receive the contract. The first (1<sup>st</sup>) bidder's response was rejected because the vendor did not meet the specifications as required. The unit being bid does not provide destination signs as required by the specifications. Other State Agencies and Governing Authorities may purchase from this contract. MDOT is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**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.

**6. REQUESTING AGENCY:** Mississippi Department of Transportation (MDOT)

**SUPPLIER:** Transportation South, Inc.

**MAGIC NUMBER:** 8200027204

**AMOUNT OF CONTRACT:** \$2,615,500.00

**TERM OF CONTRACT:** One (1) year (08/02/2016 - 06/30/2017, with the option to extend for up to forty-eight (48) months, twelve (12) months at a time. The total contract term shall not exceed sixty (60) months.)

**SCOPE OF CONTRACT:** 24/25-A Passenger Buses

**PURCHASE METHOD:** Competitive RFx- (Agency Contract)

**COMMENTS:** MDOT Public Transit and Asset Management Divisions solicited bids for the purchase of up to fifty (50) 24/25-A Passenger buses. Three (3) responses were received. No protests were received. The award will be made based on the lowest total bid meeting MDOT's specifications and bid requirements. MDOT has selected the vendor with the lowest price to receive the contract. Other State Agencies and

Governing Authorities may purchase from this contract. MDOT is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**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.

**7. REQUESTING AGENCY:** Mississippi Department of Transportation (MDOT)

**SUPPLIER:** Transportation South, Inc.

**MAGIC NUMBER:** 8200027207

**AMOUNT OF CONTRACT:** \$9,780,324.00

**TERM OF CONTRACT:** One (1) year (08/02/2016 - 06/30/2017, with the option to extend for up to forty-eight (48) months, twelve (12) months at a time. The total contract term shall not exceed sixty (60) months.)

**SCOPE OF CONTRACT:** 17-A ADA Passenger Buses

**PURCHASE METHOD:** Competitive RfX- (Agency Contract)

**COMMENTS:** MDOT Public Transit and Asset Management Divisions solicited bids for the purchase of up to one hundred eighty-eight (188) 17-A ADA Passenger buses. Three (3) responses were received. No protests were received. The award will be made based on the lowest total bid meeting MDOT's specifications and bid requirements. MDOT has selected the vendor with the second (2<sup>nd</sup>) lowest price to receive the contract. The first (1<sup>st</sup>) bidder's response was rejected because the vendor did not meet the specifications as required. The unit being bid does not provide destination signs as required by the specifications. Other State Agencies and Governing Authorities may purchase from this contract. MDOT is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**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.

**8. REQUESTING AGENCY:** Department of Public Safety (DPS)

**SUPPLIER:** Ricoh USA, Inc.

**MAGIC NUMBER:** 8200025323

**AMOUNT OF CONTRACT:** \$469,931.64

**TERM OF CONTRACT:** Five (5) Years (09/01/2015 – 08/31/2020)

**SCOPE OF CONTRACT:** State Contract Copiers

**PURCHASE METHOD:** Competitive Purchasing Agreement (State contract)

**COMMENTS:** DPS has submitted a P-1 requesting retroactive approval to enter into a rental agreement with Ricoh USA Inc., to lease a Ricoh Pro C9110 Digital Press for their print shop located at the DPS headquarters. DPS contacted two (2) State contract vendors for quotes. Both dealers were given an opportunity to visit the print shop and examine the current equipment. Both dealers provided recommendations and a quote on equipment currently on state contract. DPS has selected Ricoh as the vendor to receive the contract. DPS submitted the procurement on May 12, 2016, to the Mississippi Department of Information Technology Services (ITS) as required, and the procurement was originally

approved by the ITS Board on June 23, 2016. An error was found on the ITS approval statement; the leasing term was listed as four (4) years and should have been five (5) years. This was corrected and approved again by ITS on July 15, 2016. To date DPS has expended \$53,078.76 of the total amount \$523,010.40 approved by ITS. DPS is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**COMPLIANCE WITH PROCEDURES (YES, NO):** No, the DPS project manager was not aware that approval was required by the Public Procurement Review Board (PPRB) and failed to submit it to the Board for approval. (See the attached letter.)

**ADDITIONAL COMMENTS IF NEEDED:** Based on the information submitted by the Agency, we ask for the Board's retroactive approval of this award.

**9. REQUESTING AGENCY:** Department of Public Safety (DPS)

**SUPPLIER:** Ricoh USA, Inc.

**MAGIC NUMBER:** 8200025317

**AMOUNT OF CONTRACT:** \$755,870.27

**TERM OF CONTRACT:** Five (5) Years (04/01/2015 – 03/31/2020)

**SCOPE OF CONTRACT:** State Contract Copiers

**PURCHASE METHOD:** Competitive Purchasing Agreement (State contract)

**COMMENTS:** DPS has submitted a P-1 requesting retroactive approval to enter into a rental agreement with Ricoh USA Inc. to lease a Ricoh Pro C751EX Printer/ Production Booklet Maker for their print shop located at the DPS headquarters. DPS contacted two (2) State contract vendors for quotes. Both dealers were given an opportunity to visit the print shop and examine the current equipment. Both dealers provided recommendations and a quote on equipment currently on state contract. DPS has selected Ricoh as the vendor to receive the contract. DPS submitted the procurement to the Mississippi Department of Information Technology Services (ITS) as required May 12, 2016 and the procurement was originally approved by the ITS Board on June 23, 2016. An error was found on the ITS approval statement; the leasing term was listed as four (4) years and should have been five (5) years. This was corrected and approved again by ITS on July 15, 2016. To date DPS has expended \$138,189.73 of the total amount, \$894,060.00 approved by ITS. DPS is requesting the Board's approval to award a contract to the vendor that meets the specifications and bid requirements.

**COMPLIANCE WITH PROCEDURES (YES, NO):** No, the DPS project manager was not aware that approval was required by the Public Procurement Review Board (PPRB) and failed to submit it to the Board for approval. (See the attached letter.)

**ADDITIONAL COMMENTS IF NEEDED:** Based on the information submitted by the Agency, we ask for the retroactive approval of this award.



**STATE OF MISSISSIPPI**  
PHIL BRYANT, GOVERNOR  
**DEPARTMENT OF PUBLIC SAFETY**  
**MISSISSIPPI HIGHWAY SAFETY PATROL**  
ALBERT SANTA CRUZ, COMMISSIONER

July 20, 2016

Aubrey Leigh Goodwin  
MS Department of Finance and Administration  
501 North West Street  
Jackson, MS 39201

Dear Ms. Goodwin:

I hope this letter finds you well. The Mississippi Department of Public Safety is requesting approval for a retroactive contract with Ricoh Copier.

It is logical to question how the Department of Public Safety finds itself in the position to make this request. The answer to that question is relatively simple. The project manager in place for the Department at the time of this purchase was not aware of the PPRB approval process. That being the case, a series of other issues obviously comes to light.

One issue or question is to ask were other vendors also considered in this process? The answer to that question is, yes. At the time of this purchase, Ricoh was a state approved vendor. The Department looked in depth into other copiers as well. In the end, familiarity and comfort with Ricoh won the day and the Department elected to contract with them.

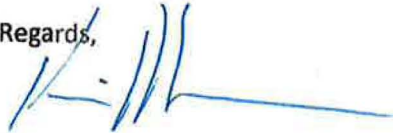
Another more specific question that has been raised deals with the contract itself and whether the duration is for four years or five years. The contract that has been recently approved by the ITS Board is a five (5) year contract. Any reference to a four (4) year contract is a misprint. ITS has acknowledged this and they have taken appropriate corrective action.

Finally, the issue of how much the Department has paid towards these machines and when payment was stopped has come to light as well. As of this date DPS has expended \$53,078.76 on the contract for the copier/printer C9110. However, the Department stopped payment in January when the Procurement Office received an updated Procurement Guideline which precluded continued payment based on the new regulations. Prior to this new regulation that required all rental agreements for copiers to be submitted in MAGIC so that each rental will have its own unique contract number, all prior payments were associated with the Office of Purchase & Travel State Contract number for Ricoh. Therefore, payments were not associated to an Agency specific contract number.

The contract in question involves copier/printers C9110. The remaining balance on this contract is \$469,931.64 (C9110). The contract was negotiated with the vendor using state contract figures, which include estimates based on use of the machines.

We appreciate your assistance with the approval.

Regards,

A handwritten signature in blue ink, appearing to read 'Kevin Myers', with a long horizontal stroke extending to the right.

Kevin Myers  
Lt. Colonel  
MS Highway Patrol



**STATE OF MISSISSIPPI**  
PHIL BRYANT, GOVERNOR  
**DEPARTMENT OF PUBLIC SAFETY**  
**MISSISSIPPI HIGHWAY SAFETY PATROL**  
ALBERT SANTA CRUZ, COMMISSIONER

July 20, 2016

Aubrey Leigh Goodwin  
MS Department of Finance and Administration  
501 North West Street  
Jackson, MS 39201

Dear Ms. Goodwin:

I hope this letter finds you well. The Mississippi Department of Public Safety is requesting approval for a retroactive contract with Ricoh Copier.

It is logical to question how the Department of Public Safety finds itself in the position to make this request. The answer to that question is relatively simple. The project manager in place for the Department at the time of this purchase was not aware of the PPRB approval process. That being the case, a series of other issues obviously comes to light.

One issue or question is to ask were other vendors also considered in this process? The answer to that question is, yes. At the time of this purchase, Ricoh was a state approved vendor. The Department looked in depth into other copiers as well. In the end, familiarity and comfort with Ricoh won the day and the Department elected to contract with them.

Another more specific question that has been raised deals with the contract itself and whether the duration is for four years or five years. The contract that has been recently approved by the ITS Board is a five (5) year contract. Any reference to a four (4) year contract is a misprint. ITS has acknowledged this and they have taken corrective action.

Finally, the issue of how much the Department has paid towards these machines and when payment was stopped has come to light as well. As of this date DPS has expended \$138,189.73 on the contract for the copier/printer C751EX. However, the Department stopped payment in January when the Procurement Office received an updated Procurement Guideline which precluded continued payment based on the new regulations. Prior to this new regulation that required all rental agreements for copiers to be submitted in MAGIC so that each rental will have its own unique contract number, all prior

payments were associated with the Office of Purchase & Travel State Contract number for Ricoh. Therefore, payments were not associated to an Agency specific contract number.

The contract in question involves copier/printers C751EX. The remaining balance on this contract is \$755,870.27 (C751EX). The contract was negotiated with the vendor using state contract figures, which include estimates based on use of the machines.

We appreciate your assistance with the approval.

Regards,

A handwritten signature in blue ink, appearing to read 'K. Myers', with a long horizontal line extending to the right.

Kevin Myers  
Lt. Colonel  
MS Highway Patrol

**PUBLIC PROCUREMENT REVIEW BOARD**

**REGULAR MEETING  
AUGUST 2, 2016**

**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 Fund</u>	<u>\$/Year</u>	<u>Lease #</u>
Barber	510 George St. Jackson	11/01/2016 10/31/2021	O	1,200	1,200	\$12.50inc	\$12.50inc	N 0	\$15,000	100-251-21A 00246
Forestry	105 Lemon Dr Tupelo	08/01/2016 06/30/2017	S Hanger	1,050	1,050	\$1.37+UJ	\$1.37+UJ	N 0	\$1,440	330-412-17A 01815
Forestry	1010 Terminal Dr Moselle	08/01/2016 06/30/2017	S Hanger	1,050	1,050	\$1.11+UJ	\$1.11+UJ	N 0	\$1,163 rounded	330-344-17A 01792
MSDH	161 CR 401 Oxford	10/01/2016 09/30/2020	WH	3,920	3,920	\$9.00+UJ	\$9.00+UJ	N 100	\$35,280	390-361-20A 01758
MSDH	522 W. Park Greenwood	09/30/2016 09/29/2018	O	3,409	3,409	\$7.47+J	\$7.47+J	N 100	\$25,450	390-421-18A 01835
MSDH	105 Hospital Dr. Ripley	10/01/2016 09/30/2020	WH	3,000	3,000	\$7.98+UJ	\$7.98+UJ	N 100	\$23,940	390-701-20A 01643
<p>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.)</p>										
Medicaid	528 Choctaw Clarksdale	12-01-2015 12-31-2016	O	6,000	6,000	\$11.10+U	\$11.10+U	N 50	\$108,000	515-141-16A 01657
<p>Medicaid ask PPRB to approve a month to month lease until the construction on their new lease facility is completed. Construction of the new building has been delayed because of slow delivery of materials. The new construction is now planned to be finished by the end of October of 2016. Medicaid opted to extend this lease in May for 90 days. Therefore, approval of additional time is required. The present landlord has approved the additional lease time as needed.</p>										
NMRC	102 Alley St. Bruce	10/01/2016 09/30/2019	O/T	12,800	12,800	\$3.28+UJ	\$3.28+UJ	N 0	\$41,988	535-072-19A 00635
NMRC	1212 S. Adams Fulton	10/15/2016 09/30/2019	O/T	7,000	7,000	\$3.77+UJ	\$3.77+UJ	N 0	\$26,400	535-291-19A 01430
NMRC	519 E. Parker Booneville	10/01/2016 09/30/2019	O/T	16,400	16,400	\$2.85+UJ	\$2.85+UJ	N 0	\$46,740	535-591-19C 01681
NMRC	104 Industrial Cv. Senatobia	10/01/2016 09/30/2019	O/T	9,000	9,000	\$3.52+UJ	\$3.52+UJ	N 0	\$31,680	535-691-19B 07193
NMRC	822 Hwy 178 E. Iuka	10/10/2016 09/01/2019	O/T	3,405	3,405	\$4.52+UJ	\$4.52+UJ	N 0	\$15,400	535-711-26A 07401
MDRS	1400 Harrison McComb	07/01/2011 02/28/2017	O	6,132	6,132	\$7.00+UJ	\$7.00+UJ	N 80%	\$42,924	725-572-16A-R 01155

Mississippi Department of Rehab Services ask PPRB to approve a month to month lease because of difficulties with obtaining suitable lease proposals. They have obtained an acceptable lease proposal, but it will be new construction that will involve a need to extend their present lease until the new construction is completed. The present landlord is in agreement with the lease extension as requested.



(b) **FARMLAND LEASES**

**1. SUB-LEASES / ASSIGNMENTS:** This request from the Lessees listed below includes assigning/sub-leasing the tracts, or a portion of the tracts, listed below for the 2016 Crop Year. Any Assignment/Sub-Lease is for...*an amount not to exceed the lease obligation to the State of Mississippi*....All terms and conditions, including the yearly rental amount, will remain the same as in the original Lease between the Lessee and the State of Mississippi. The Lessee and Sub-Lessee will both be responsible for the tract(s) until expiration of the lease term. Should the PPRB decide not to approve the Assignment/Sub-Lease, the Lessee will retain the tract(s) completely.

**Sunflower County**

<b>Tract # (all or part)</b>	<b>Lessee</b>	<b>Assignee</b>	<b>Acreage</b>	<b>Amount</b>
31	Carlisle Farms	Carl Carlisle	440.56	\$37,667.88
32	Carlisle Farms	Carl Carlisle	290.23	\$15,962.65

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

**AGENDA**  
**PUBLIC PROCUREMENT REVIEW BOARD**  
**TUESDAY, AUGUST 2, 2016**

**GS# 377-003**  
**NSSC Chillers (EMER)**  
**Office of Capitol Facilities**  
**(Department of Finance and Administration)**

The Office of Capitol Facilities is requesting assistance from the Department of Finance and Administration / Bureau of Building, Grounds and Real Property Management, regarding two chillers at the NASA Shared Services Center due to a high cooling load and the age of the units.

The Bureau of Building, et al, is requesting approval for \$300,000.00 expenditure from the Capital Expense Fund for FY17; and, proceeding with project for said emergency, with the Professional obtaining bids for the above mentioned project.

NOTE: Code 27-103-303 allows up to \$500,000.00 for any single emergency with a cap of \$2,000,000.00 per fiscal year. This request is for \$300,000.00 of the FY17 Capital Expense Funds. The Office of Capitol Facilities Memo serving as the Declaration of Emergency is attached. With PPRB approval herein, the Department of Finance and Administration Emergency Certificate will be drafted, along with the letters for distribution to the seven entities named in the statute for notification of expenditure from the Capital Expense Fund.

**AGENDA**

**PUBLIC PROCUREMENT REVIEW BOARD**

**TUESDAY, AUGUST 02, 2016**

**CHANGE ORDER FOR PPRB APPROVAL**

**GS# 421-092**

**Building 67 Improvements**

**Boswell Regional Center**

**(Magee, Mississippi)**

**CHANGE ORDER #2**

Contractor: Sullivan Enterprises, Inc.

Original Contract Sum/Days	\$ 217,000.00	150 Days
Net Change Sum/Days by Previous Change Orders	\$ 5,113.20	15 Days
Contract Sum/Days Prior to this Change Order	\$ 222,113.20	165 Days
Amount/Days for this Change Order	+\$ 68,598.94	60 Days
Net Contract Sum/Days (Including this Change Order)	\$290,712.14	225 Days

Reason for Change Order:

Re-roof Building 15 (Auditorium) with shingles to match Building 67. Re-line copper gutters with urethane liner.

**This change order brings the cumulative CO's over 25% of the initial contract amount/award.**

## AGENDA

### PUBLIC PROCUREMENT REVIEW BOARD

TUESDAY, AUGUST 02, 2016

#### **Report of Construction Awards and F & E Awards**

Under procedures approved by PPRB and submitted to the Secretary of State's Office, the DFA Executive Director has authorized, in a memorandum dated June 6, 2011, the following (effective 7-1-11 with new Bureau of Building Director and DFA Deputy Executive Director):

- (a) Construction awards under \$3,000,000.00 to be signed by the Bureau of Building, Grounds and Real Property Management Director; awards between \$3,000,000.00 and \$5,000,000.00 to have an additional signature by Department of Finance and Administration Deputy Executive Director, Charles R. Snowden; and awards over \$5,000,000.00 to be approved by PPRB.
- (b) F&E awards under \$1,000,000.00 to be signed by the Bureau of Building, Grounds and Real Property Management Director; F&E awards between \$1,000,000.00 and \$2,000,000.00 to have an additional signature by Department of Finance and Administration Deputy Executive Director, Charles R. Snowden; and F&E awards over \$2,000,000.00 to be approved by PPRB.

The Bureau of Building, Grounds and Real Property Management submits the following awards, for the record, which fall under \$5,000,000.00 for construction and under \$2,000,000.00 for F&E, contingent upon the execution of completed contracts. These awards are for July 1, 2016 through July 30, 2016.

#### **Construction, F&E & ITS Award**

See the attached BRICKS report

## BoB-AD-080 PPRB Awards Report

**Query Parameters:**

Results matching ALL following condition(s):

Data Element: Condition Value

Bid and Quote Awards / Dir. Approval Date: between 2016-07-01 to 2016-07-31

08/01/2016

Workflow / Workflow Status: equals Completed

Bid and Quote Awards / Status: equals Dir\_Approved,SAF\_Printed

Bid and Quote Awards / Amount: between 0 to 5000000

Workflow / Setup Name: contains GC

Project Name	Institution/Agency Name	Contract Scope	Bid Clarification	Low Base Bid?	# Bids	# Quote	Award Number	CP-1 #	State Contract #	Company Name	Dir. Approval Date	Amount
<b>Bid Award- GC</b>												
103-281 Alexander Ctr. Renov - PH II	Jackson State University	Construction through Warranty and project closing for the center portion of Alexander Hall, referenced as 'Building A-Buildout' on the bid documents. Contract scope includes interior build-out with partitions, finishes, doors and hardware, mechanical, plumbing and electrical scope. The project also includes limited building envelope work and the site improvements scope remaining at the end of this final phase of a multi-phase building renovation.		Yes	5	0	GC002			Sullivan Enterprises, Inc.	07/12/2016	\$1,396,000.00
358-044 Exterior & Dome Renovations	New Capitol Building (Office of Capitol Facilities) (Department of Finance and Administration)	Renovations to the exterior and main dome of the New Capitol Building.		Yes	2	0	GC002			Frontier Waterproofing, Inc.	07/11/2016	\$758,461.00
Bid Award- GC											2,154,461.00	
Count: 2												
Total:											2,154,461.00	

## BoB-AD-080 PPRB Awards Report

Query Parameters:

Results matching ALL following condition(s):

Data Element: Condition Value

Bid and Quote Awards / Dir. Approval Date: between 2016-07-01 to 2016-07-31

Workflow / Workflow Status: equals Completed

Bid and Quote Awards / Status: equals Dir\_Approved,SAF\_Printed

Bid and Quote Awards / Amount: between 0 to 5000000

Workflow / Setup Name: contains FE

08/01/2016

Project Name	Institution/Agency Name	Contract Scope	Bid Clarification	Low Base Bid?	# Bids	# Quote	Award Number	CP-1 #	State Contract #	Company Name	Dir. Approval Date	Amount
<b>Bid Award - FE</b>												
108-261 SCHOOL OF NURSING BUILDING	University of Southern Mississippi		The bid proposals were reviewed and the two lowest bidders SimLabSolutions/Diamedical and Gumbo Medical, LLC would not fulfill the deductive alternate amount because of errors in their proposals and were declared nonresponsive. The third lowest proposal accepted provided a 3 year warranty as opposed to a 1 year for reconditioned equipment. The agency (USM) provided a letter of recommendation; located in Bricks Document Manager/F&E/FE022.	No	6	0	FE022			Pocket Nurse Enterprises, Inc.	07/17/2016	\$78,531.60
Bid Award - FE												78,531.60
Count: 1												
<b>Quote Award - FE</b>												
102-237 Caylor White Walters -	Delta State University	Procurement, delivery and		Yes	1		FE008		8200024845	Barefield Workplace	07/22/2016	\$9,465.00

## BoB-AD-080 PPRB Awards Report

Query Parameters:

Results matching ALL following condition(s):

Data Element: Condition Value

Bid and Quote Awards / Dir. Approval Date: between 2016-07-01 to 2016-07-31

Workflow / Workflow Status: equals Completed

Bid and Quote Awards / Status: equals Dir\_Approved,SAF\_Printed

Bid and Quote Awards / Amount: between 0 to 5000000

Workflow / Setup Name: contains FE

08/01/2016

Project Name	Institution/Agency Name	Contract Scope	Bid Clarification	Low Base Bid?	# Bids	# Quote	Award Number	CP-1 #	State Contract #	Company Name	Dir. Approval Date	Amount
PH III		installation of vertical files and bookcases in Caylor White at Delta State University. State Contract Procurement # 8200024845 (HON)								Solutions		
102-237 Caylor White Walters - PH III	Delta State University	Procurement, delivery and installation of seating in Caylor White at Delta State University. State Contract Procurement # 8200025578 (D3, Inc, DBA 9 to 5 Seating).		Yes	1		FE009		8200025578	Barefield Workplace Solutions	07/22/2016	\$16,440.75
102-237 Caylor White Walters - PH III	Delta State University	Procurement, delivery and installation of casegoods and other furniture in Caylor White at Delta State University. State Contract Procurement # 8200025107 (Steelcase).		Yes	1		FE010		8200025107	Barefield Workplace Solutions	07/22/2016	\$55,625.84
206-071 IT Virtualization Equipment	Holmes Community College	Procurement and delivery of industrial Ethernet switches through MS IT Express Products List (EPL).		Yes	1		FE010			Venture Technologies	07/27/2016	\$173,285.49
552-008 Misc. R & R - PH II	Mississippi Schools for the Blind and Deaf (Department of Education)	Procurement, delivery and installation of case goods for the Mississippi Schools for the Blind and Deaf. Purchased through state contract # 8200024843 (National).		Yes	1		FE003		8200024843	Office Innovations, Inc.	07/27/2016	\$69,368.20
552-008 Misc. R & R - PH II	Mississippi Schools for the Blind and Deaf (Department of Education)	Procurement, delivery and installation of seating for the Mississippi Schools for the Blind and Deaf. Purchased through state contract # 8200025085 (Herman Miller).		Yes	1		FE004		8200025085	Office Innovations, Inc.	07/23/2016	\$21,302.82

Quote Award - FE

345,488.10

Count: 5

Total:

424,019.70

Count: 7

## BoB-AD-080 PPRB Awards Report

Query Parameters:

Results matching ALL following condition(s):

Data Element: Condition Value

Bid and Quote Awards / Dir. Approval Date: between 2016-07-01 to 2016-07-31

08/01/2016

Workflow / Workflow Status: equals Completed

Bid and Quote Awards / Status: equals Dir\_Approved,SAF\_Printed

Bid and Quote Awards / Amount: between 0 to 5000000

Workflow / Setup Name: contains ITS

Project Name	Institution/Agency Name	Contract Scope	Bid Clarification	Low Base Bid?	# Bids	# Quote	Award Number	CP-1 #	State Contract #	Company Name	Dir. Approval Date	Amount
<b>Quote Award - ITS</b>												
105-345 Classroom Bldg. with Parking	Mississippi State University	This equipment will provide network connectivity in the new Classroom Building on the campus of Mississippi State University.				0	SC002	20170016		Business Communications, Inc.	07/18/2016	\$172,258.78
108-261 SCHOOL OF NURSING BUILDING	University of Southern Mississippi	The equipment and software will provide network connectivity for Asbury Hall (School Of Nursing) on the campus of the University of Southern Mississippi.				0	SC002	20160525		Venture Technologies	07/13/2016	\$477,848.63
108-261 SCHOOL OF NURSING BUILDING	University of Southern Mississippi	The drive kit will provide more storage disk on USM Enterprise Surveillance Storage solution to accommodate the addition of Asbury Hall.				0	SC003	20160527		Veristor Systems Inc	07/13/2016	\$8,253.00
201-071 Miller Stadium Storm Repair	Coahoma Community College	This equipment will provide network connectivity in the new Miller Stadium Complex on the campus of Coahoma Community College.				0	SC002	20170019		Howard Industries, Inc. DBA Howard Technology Solutions	07/18/2016	\$13,918.00
201-071 Miller Stadium Storm Repair	Coahoma Community College	This equipment will provide network connectivity in the new Miller Stadium Complex on the campus of Coahoma Community College.				0	SC003	20170018		Howard Industries, Inc. DBA Howard Technology Solutions	07/18/2016	\$10,194.00
507-044 North Mississippi	Mississippi State Veterans	This will provide network connectivity				0	SC001	20170006		Netlink Cabling Systems LLC	07/18/2016	\$10,733.22



## BoB-AD-080 PPRB Awards Report

**Query Parameters:**

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Data Element: Condition Value

Bid and Quote Awards / Dir. Approval Date: between 2016-07-01 to 2016-07-31

08/01/2016

Workflow / Workflow Status: equals Completed

Bid and Quote Awards / Status: equals Dir\_Approved,SAF\_Printed

Bid and Quote Awards / Amount: between 0 to 5000000

Workflow / Setup Name: contains ITS

Project Name	Institution/Agency Name	Contract Scope	Bid Clarification	Low Base Bid?	# Bids	# Quote	Award Number	CP-1 #	State Contract #	Company Name	Dir. Approval Date	Amount
Veterans Memorial Cemetery	Affairs Board	at the new VA Cemetery in Kilmichael, Mississippi.										
552-008 Misc. R & R - PH II	Mississippi Schools for the Blind and Deaf (Department of Education)	This communication cable to provide network connectivity in 13 offices at the MS Schools for the Blind and Deaf.			0		SC001	20160538		Cde Integrated Systems, Inc	07/06/2016	\$6,772.25
Quote Award - ITS												699,977.88
Count: 7												
Total:												699,977.88
Count: 7												