CHANGES AFTER JULY 1, 2011
CHANGES TO BOB (CONSTRUCTION) MANUAL "AND OTHER CHANGES"

PLEASE NOTE: when you wish to print the Procedure Manual pages from our web page, you must experiment until you get your printer settings fixed to make the page look like it does in the Procedure Manual. Every printer has different configurations; therefore, the pages may print out differently on each printer. This would be especially important to the pages that will go in the Owner/Contractor Agreement (Construction Contract).

NOTE: any lines which have been "drawn through" below are left in the list for your information – but the change also appears in a more recent update listed below (therefore, you can ignore lines which have been struck through – moving on to the following updates). However, sometimes lines have not been drawn through but BOB has tried to reference any other numbers that refer to the same section. *(italics are for interoffice BOB information only)* Any items that say "have not gone to SOS" are for interoffice BOB use – however, item will go to SOS in the future but will wait for significant changes because change is currently insignificant, clerical, and/or involve no money, and are intended to ensure uniformity in all forms and documents used in connection with construction projects under the Bureau's jurisdiction)

It is hard to keep track of all the changes to the Manual - - we highly recommend that each time you do research or print documents, that you PRINT FROM OUR WEB which will be up to date with the most recent changes.

CHANGES TO MANUAL

1. See #3 and #15 below. ~~FROM PREVIOUS LIST. February 18, 2010. (mass email sent) (*has not gone to SoS or PPRB yet*) This is an addition to the BoB's Addendum 1 – however, it will eventually be a change to 9.3.1.3 in the Supplementary Conditions and 700.28 in the Procedure Manual. (underlined is the new wording)~~

~~*On any contract as described herein, of which the total amount is Two Hundred Fifty Thousand Dollars ($250,000.00) or greater, or on any contract with a subcontractor, regardless of amount, five percent (5%) shall be retained until the Work is at least fifty percent (50%) complete, on schedule and satisfactory in the architect's and/or engineer's opinion, at which time fifty percent (50%) of the retainage held to date shall be returned, subject to consent of surety, to the prime contractor for distribution to the appropriate subcontractors and suppliers; provided, however, that future retainage shall be withheld at the rate of two and one-half percent (2 1/2%). When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney.*~~

~~700.28 in the Procedure Manual – Add the following sentence:~~

~~*When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney.*~~

2. See #15 below. ~~January 17, 2012: this is not a change to the Manual as submitted to the SoS. It will be a change at some point to Supp. Conds. 1.5.3 (1) added the transparency paragraph in the BoB's Addendum 1 as Item 10. (2) added the transparency paragraph in the professional contracts usually as 5.5.3 or 5.6.3: (mass email sent)~~

5.6.3 See #14 below: ~~Transparency. In accordance with the Mississippi Accountability and Transparency Act of 2008, §27-104-151, et seq., of the Mississippi Code of 1972, as Amended, the American Accountability and Transparency Act of 2009 (P.L. 111-5), where applicable, and §31-7-13 of the Mississippi Code of 1972, as amended, where applicable, a fully executed copy of this agreement shall be posted to the State of Mississippi's accountability website at: https://www.transparency.mississippi.gov~~

3. See #14 below: ~~February 17, 2012: Item 5 and Item 8 in the Addendum 1 Memo referencing 600.31 and 700.28. SOS will be obtained when 600.31 and 700.28 are changed in the Procedure Manual. No mass email sent because this is not critical – when A/Es print documents from our web, this Memo will be picked up.~~

NOT IN MANUAL

4. See #14 below. ~~March 27, 2012. Conformed 600.50 to completely agree with 1.09 of the Instructions to Bidders. Both paragraphs were already in the Manual – one was more explanative. Mass e-mail sent March 2012. *Has not gone to SoS yet.but will go in the future because no change was made other than conformity.*~~

5. March 27, 2012. Added 5.6.4 Indemnification to Prof Percentage Contract and Prof Roofing Contract; and to Professional Commissioning Contract. Mass email sent March 2012.

Removed ARRA from the professional contracts as it expired Dec 31, 2011.

6. See #14 below: ~~March 29, 2012: To Using Agencies: Table of Contents regarding Appendix 200; 200.2; 200.5; Appendix 200 – revised memo, instructions, spreadsheet, removed Impact and Impact Instructions (because Project Data and Project Impact were combined). These did not change from 2010 and 2011 – they were just combined. *Has not gone to SoS because they DID NOT change from 2010 and 2011 – they were just combined so the spreadsheet could be filled out with one submittal instead of two submittals.*~~

7. See #14 below. ~~October 17, 2012: Modified BoB's Addendum 1 regarding Bidders Checklist 5.05, 5.06 and Sub-Contractors on the Proposal Form. *Has not gone to SoS yet – is addressed in BoB's Addendum 1 – but will go in the future.*~~

8. December 13, 2012 effective with professional appointments beginning November 21, 2012. Change 5.2.1 from 2006 ICC to 2012 ICC to concur with State Fire Marshal's Office.

9. See 14 below. ~~Reiterating previous emails regarding electronic submittals. UPLOADING TO BRICKS SUFFICES THE ELECTRONIC [COMPACT DISK] SUBMITTAL REQUIREMENT. Section 600.57 and Section 700.40 in manual. Section 1.5, 2.8, 2.9, 3.4.5 in the Percentage Contract OR 1.5, 2.5, 2.6, 3.3.5 in the Roofing Contract~~

10. See 15 below. ~~April 8, 2013. In the BoB Addendum 1 – modified Item 9 to 3.4.4 and Item 13 to 3.18.3 of Supplementary Conditions (*has not gone to SoS – but will eventually)*~~

11. See 14 below. ~~June 3, 2013 In the BoB Addendum 1 – added 3.4.5 and 3.4.6 to the Supplementary Conditions *(has not gone to SoS – but will eventually unless removed from law)*~~

12. June 14, 2013. *Final approval by SoS is June 14, 2013. PPRB approval June 5, 2013. A* new Section 400.12 has been added to the Bureau of Building Procedure Manual. An excerpt is included herein. The section, in its entirety, is attached and can be found in our Procedure Manual on our web page. http://www.dfa.ms.gov/Offices/BOB/BOBProcMan.htm

Excerpt:
400.12 (added June 2013)
THE POLICY

A. MISSISSIPPI LANDMARKS

Contractors for projects . . .*that involves renovation, restoration, or both, of the State Capitol Building or any other historical building designated for at least five (5) years as a Mississippi Landmark by the Board of Trustees of the Department of Archives and History . . . may be made from the lowest and best prequalified bidder . . . .*, as follows: **[Mississippi Code 1972, Annotated,** Section 31-7-13(d)(iii)**]**: . . .

13. Energy Code to Ashrae in 400.1 Codes. PPRB approval June 5, 2013; final SoS approval August 16, 2013

14: 12/20/13 (*PPRB approval08/07/13 & 11/04/13; SoS filing Oct-Dec 20, 2013)*
Underline removed. Red added.

14.1. **Table of Contents**.

Section 200

14.2. See #6 above. 200.2 and 200.5 changed to reference Project Request Data Base Form being combined in 2012 for Using Agencies (instead of separate forms as approved in June 2011 Manual for Project Data and Project Impact) See Appendix 200 for form examples. (Appendix 200 did not change with this Sept-Dec 2013 modification.)

Section 300

14.3. 300.4 changes from Consultants to Basic Services Consultants and from asbestos and landscape to hazardous or civil

14.4. 300.5 changes over $500.00 and under $5,000.00 to over $5,000.00 and under $50,000.00 AND adds a #8 for Code 73-13-45 requirement of Professional.

Section 400

14.5. 400.6.b – added "Note": = Note: The following procedure does not apply to "emergency" projects that meet Codes 31-7-1 and 37-7-13.
And changed $2 million to $3 million (projects under, over, prof selection, etc.)

Section 600

14.6. 600.30 Changed 2nd & 3rd paragraph slightly and added Additional Details regarding plaque. previously in Addendum 1.

14.7. 600.31 – no change to 600.31 as mentioned herein for Division 1, Section 01500, J.1 and J.2.

14.8. 600.37 changes from "general circulation in the state" to *a regular newspaper published in the county or municipality in which such* [procuring] *agency or governing authority is located*..

14.9. 600.42 changes to MID approval of Surety / Agent; and from Resident Agent to Licensed Agent; P/A dated same as Bond: = Bid Bond by a Surety licensed in Mississippi in the amount of five percent (5%) of the base bid. The Bid Bond shall be duly executed by the Bidder, a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department OR signed by the Surety AND countersigned by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department. http://www.mid.state.ms.us/licapp/search_main.aspx (No standard form is required for the Bid Bond.)

14.10. 600.47 Added Note: **Note:** Any bid received after 2:00:00 will be photocopied and returned unopened.

14.11. 600.50 - #4 above per March 2012 mass email to A/E's – conforms 600.50 to completely agree with 1.09 of the Instructions to Bidders regarding bid document deposit.

14.12. 600.51 – Bid Protests – added "Any request for reconsideration after Director's ruling shall be addressed to DFA Deputy Executive Director".

14.13 . 600.57 - Electronic Submittals - #9 above per October 2012 mass email to A/E's (2nd paragraph after #11)
And
#9 in the list: . All Contract Bonds shall be duly executed by the Bidder, a Surety licensed in Mississippi signed by a Mississippi Licensed Agent for said Surety approved by the Mississippi Insurance Department OR signed by the Surety AND countersigned by a Mississippi Licensed Agent for said Surety approved by the

Mississippi Insurance Department with the name and address typed, or lettered legibly. (with embossed seal).)see #24 Sec 600 and Div 0 below) http://www.mid.state.ms.us/licapp/search_main.aspx

Add wording that uploading an electronic format of Construction Contract in BRICKS replaces Professional supplying a .pdf of updated Contract Documents and providing electronic format to Contractor for As-Built Construction Documents.

Section 700

14.14. 700.14 "resident to licensed agent" and "approved by MIB" – Manual 700.14: Added the following: *Insurance Provider Companies AND Agent signing Certificate must be approved by the Mississippi Insurance Department on their web at http://www.mid.ms.gov/licapp/search_main.aspx*. (Agent does not have to be on the MID web "for providers necessarily" – but must be an approved Agent on MID web)

14.15. 700.20 – added the words "see also Div 1 Section 01028.E"

14.16. 700.22 – added the words "see also Div 1 Section 01027 1.02.C.1". and changed five (5) copies to Original and four (4) copies

14.17. 700.25 = electronic replaced by Bricks uploads for final pay

14.18. 700.28 in the Procedure Manual. #1 above. (retainage previously in Addendum 1 as of 02/18/10). See 9.3.1.3 above. Add the following [red] sentence:

(1) *. . . On any contract . . . of which the total amount is* ***Two Hundred Fifty Thousand Dollars ($250,000.00)*** *or greater, or* ***on any contract with a subcontractor, regardless of amount, five percent (5%)*** *shall be retained until the work is at least fifty percent (50%) complete, on schedule and satisfactory in the architect's and/or engineer's opinion, at which time fifty percent (50%) of the retainage held to date shall be returned . . . for distribution to the appropriate subcontractors and suppliers. Provided, however, that future retainage shall be withheld at the rate of* ***two and one-half percent (2 ½%).*** When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney

14.19. 700.33 – change as follows – All Projects will require liquidated damages unless the Bureau records the deletion of said liquidated damages and gives written notice to the Professional.

The Professional should contact the Bureau's staff to determine if liquidated damages are required and agree on the amount stated in the *Standard Form of Agreement Between the Owner and the Contractor*.

14.20. 700.40.9 Electronic Submittals - #9 above per October 2012 mass email to A/E's - 700.40.9: electronic replaced by Bricks uploads)

Division 0

14.21. Division 0, 00100 Inst to Bidders. 1.09, added the word "Further"; Resident Agent to Mississippi Licensed Agent in 2.08 and 4.07.D, and MID approval of Surety / Agent; some explanation and added link to MS Ins Dept web to search approved Surety Companies, Surety Agents, Insurance providers, Insurance Agents = http://www.mid.ms.gov/licapp/search_main.aspx

14.22. Division 0, 00100 Inst to Bidders Checklist. #7 above. 5.05 and 5.06 = (submitted Sept-Dec 2013 at SoS to agree with 10/17/12 BoB wording)

14.23. Division 0, Section 00300 Proposal 2nd page – removed "included in bid documents" by Addendum 1. (as of Sept-Dec 2013, all items in Addendum 1 were incorporated in Division 0 and Division 1.)

14.24. Division 0, Section 00300 Proposal 2nd page regarding mechanical / electrical,

etc. - #7 above per October 2012 mass email to A/E's – regarding mechanical / electrical, etc. sub-contractors. = removed "fill in blanks in some manner".

14.25. Division 0, Section 00500 1.2.3 – removed "included in bid documents" by Addendum 1. (as of Sept-Dec 2013, all items in Addendum 1 were incorporated in Division 0 and Division 1.)

14.26. Division 0, Section 00600 Contract Bond and 00650 Insurance. Resident Agent to Mississippi Licensed Agent at all signature lines and 00650.2; and MID approval of Surety / Agent; and added link to MS Ins Dept web to search approved Surety Companies, Surety Agents, Insurance providers, Insurance Agents = http://www.mid.ms.gov/licapp/search_main.aspx. Added Note regarding same in a box.

14.27. Continuing with "resident to licensed agent" and "approved by MIB" above – 00650 Certificate of Insurance Instructions – No. 2 & 10 – changed wording as follows:

2. The *Certificate of Insurance* must be completed, certified by the original signature of a Mississippi Licensed Insurance Agent by signature and/or countersignature, dated, and bound in each set of the Contract Documents. Insurance Companies providing coverage and Agent and/or Countersignature Agent must be approved by the Mississippi Insurance Department on their web at http://www.mid.ms.gov/licapp/search_main.aspx. (Agent does not have to be on the MID web "for providers necessarily" – but must be an approved Agent on MID web)

10. In accepting the Insurance Certificate by Owner, it would be helpful if some indication is given when, and if, the Provider is a Surplus Line Carrier or Self Insured (because they will not be on the MID web list).

(Division 1 continued below after Supplementary Conditions in right column)

Supplementary Conditions removed from Procedure Manual December 20, 2013

Supplementary Conditions

15. Division 0, 00800 Supplementary Conditions – see 14.a herein

15.(1) Division 0, 00800 Supplementary Conditions 1.5.3. #2 above. 1.5.3, (transparency previously in Addendum 1): added 1.5.3 regarding Transparency – posting of contracts on web per Code / Law

15.(2) Division 0, 00800 Supplementary Conditions 3.4.4. #10 above. 3.4.4, (e-verify previously in Addendum 1): added more explanation regarding e-verify.

15.(3) Division 0, 00800 Supplementary Conditions3.4.5 and 3.4.6. #11 above. Added 3.4.5 and 3.4.6 regarding Labor and Materials in accordance with Code 31=-5-17, 31-5-19, 31-5-23 (previously in Addendum 1)

15.(4) Division 0, 00800 Supplementary Conditions 3.18.3. #10 above. 3.18.3, (indemnification previously in Addendum 1):

15.(5) Division 0, 00800 Supplementary Conditions 9.3.1.3. #1 above. 9.3.1.3, (retainage previously in Addendum 1. See 700.28 below):

> On any contract as described herein, of which the total amount is Two Hundred Fifty Thousand Dollars ($250,000.00) or greater, or on any contract with a subcontractor, regardless of amount, five percent (5%) shall be retained until the Work is at least fifty percent (50%) complete, on schedule and satisfactory in the architect's and/or engineer's opinion, at which time fifty percent (50%) of the retainage held to date shall be returned, subject to consent of surety, to the prime contractor for distribution to the appropriate subcontractors and suppliers; provided, however, that future retainage shall be withheld at the rate of two and one-half percent (2 1/2%). When submitting request for reduction in retainage, the Contractor will include, with the application, a Consent of Surety to Reduction which is AIA Form G707A, and a Power of Attorney.

15.(6) Division 0, 00800 Supplementary Conditions 9.6.8.1 (certifying payment to subs) form attached at the end of Division 1 01900.

Division 1

14.28. , in its entirety below, was previously in Addendum 1before this list of Admin Changes taking place Sept-Dec 2013 - but NOT on the "changes to manual" list begun AFTER June 30, 2011: amendments were merely in said Addendum 1 but are being incorporated in Division 1 at this time (Sept-Dec 2013).

14.29. Division 1, Section 01010, (previously in Addendum 1) =
Added F.1 Minority Tracking paragraph and
Added Minority Tracking Form as Exhibit A to Division 1, Section 01900.

14.30. Division 1, Section 01027.C.1 – change from "five (5) copies" to "original and four (4) copies

14.31. Division 1, Section 01200, (previously in Addendum 1) -
added B.1.f. Commissioning Authority Professional;
added B.2.i. Commissioning Issues;
added C.3.e. Commissioning Authority Professional;
added C.4.j. Commissioning Issues
added D
D. Commissioning Meetings: The Bureau will schedule a commissioning scoping meeting at the pre-construction conference. Regular Commissioning Meetings will coincide with regularly scheduled Progress Meetings until such time that the Commissioning Process requires additional meetings. The Commissioning Authority Professional will chair, facilitate and document Commissioning Meetings.

1. Attendance:
   a. Owner
   b. Commissioning Authority Professional
   c. Professional and Consultants
   d. General Contractor
   e. Subcontractors, as pertinent to unresolved issues identified in current Issues Log
   f. Testing, Adjusting and Balancing Contractor
   g. Using Agency's Building Operator/Physical Plant Representative
2. Minimum Agenda:
   a. Review, approve minutes of the previous meeting
   b. Review Issues Log

14.32. Division 1, Section 01340, (previously in Addendum 1) – added = Submit an additional copy of shop drawings, product data and samples related to items/systems identified to be commissioned to the Commissioning Authority Professional to be reviewed concurrently with the Professional.

14.33. Division 1, Section 01500, (previously in Addendum 1) – replaced J.1 and J.2. =
J. Project Sign

1. The Contractor will erect on adequate supports and maintain one (1) neatly constructed and painted 3/4" thick plywood sign approximately four feet by eight feet (4' x 8'). The Professional will provide the colors, letters, layout and location of the sign. No other signs will be displayed on the job site without permission of the Professional. The displaying of sign advertisements is strictly prohibited.
2. Sign to be white background with black lettering/seal. Text style to be Times New Roman. Color of rectangular field at bottom to be selected by Owner. Provide custom Using Agency logo at circular white field of up to three additional colors. No corporate logos for Architect or Contractor shall be permitted. Where additional rendered signage is specified elsewhere, it shall consist of (1) or (2) additional 4'x8' panels, contiguous to the right side of primary project sign.

15.(7) Division 0, 00800 Supplementary Conditions 9.6.9, (e-payment previously in Addendum 1): added more explanation regarding e-payments.

15.(8) Division 0, 00800, Supplementary Conditions 13.7.1. = replace 13.7.1.1, and remove 13.7.1.2, 13.7.1.3 and replace with: 13.7.1 The Owner and Contractor shall commence all claims and causes of action within the time period specified by applicable state law.

15.(9) Division 0, 00800 Supplementary Conditions 9.6.8.1 added Payment to Subs as Exhibit at end

3. No other signs shall be displayed on the job site without permission of the Professional. The display of sign advertisements is strictly prohibited.

Therefore, include the Signage graphics (attached as Exhibit "B" at the end of Division 1 Section 01900) as complies to BoB Procedure Manual 600.31.

14.34. Division 1, Section 01720, Paragraph B, (previously in Addendum 1) – add t following:

B.1. slight word changes

5. Keep documents in 8 ½" x 11" loose leaf binders. Clearly label each binder on the spine. Sub-divide with permanently marked tabs of card stock. Provide a main tab for each specification section. Provide sub-tabs for each major piece of equipment or component.
6. Format for information behind each tabbed piece of equipment/component shall be:
   a. Contractor/Installer Information: Include address, phone number and name. Include emergency service contact information as applicable.
   b. Manufacturer Information: Include address, phone number and cont name.
   c. Shop Drawings and Product Data
   d. Operation and Maintenance Instructions
   e. Control Drawings

D. Submittal – added wording regarding electronic formal of As-Built Contract Documents.

14.35. Division 1, Section 01900 (previously in Addendum 1) – added Div. 1 01010 .1.01.F.1 Minority Tracking Form, Div. 1 01500.1.02.J Signage as Exhibits at the end of Section 01900; MDES form to comply with Code 31-5-37 00800 3.4.7

16. Sept-Dec 2013. This is a change to the How to Prepare Contract Memo distributed at bid opening:

Index versus Consultants' Index with Seals, etc.
We understand that the Engineering Board requires the Consultant to stamp/seal their Division(s).
So please put the Individual Consultant Index, with Consultant's seal affixed thereto, in the front along with the Main Index and the Drawing Index.

17. Division 0 Proposal Form – 12/30/13 (no substantive change therefore not submitted to*PPRB; SoS filing Dec 30, 2013, final February 2014)*
2nd page of proposal by the Mechanical/Electrical/Plumbing Sub-Contractors:

Regarding said Divisions ~~15 & 16~~ of the Specifications of the BoB Standard Form of Agreement Between The Owner and The Contractor: . . .

Strikethrough removed. Red added. "Forms" on BoB web are being updated for convenience; Entire Manual will be changed in February 2014 when SoS filing is "final".

18. 2.10 Jan 6, 2014. Percentage Contract and Roofing Contract: Drawings and specifications prepared shall bear the seal/stamp of the responsible registered Professional.

19. February 6, 2014. On the insurance certificate – added further clarification about Providers and Agent being on the MID web by adding line for Mississippi License Number. No mass email sent and no SoS at this time because this is no change to policy – just further clarification. The Insurance Certificate will be included with the next submittal to the SoS. The Contract Bond would be good to include this, as well.

20: 070114. Added the following to Percentage / Roofing / Commissioning, if applicable. Added the same to Using Agency draft EXCEPT they don't have the $1.00 wording. $1.00 is due to Magic Accounting System MUST have an amount of some kind for award in order to start their process. Magic started 070114.

1. First page: for initial nominal consideration of one dollar ($1.00) and limited as described in Paragraph 4.1.2 to fees and authorized Additional Services, Extra Services and Reimbursements within the amount of $_____as total project budget which shall not be revised except as authorized by an action of the Owner.

2. Number of pages AND footer dates changed.

3. 4.3.1 or 4.1.2 The total Project Budget includes the Contract(s) for construction, including information technology, furnishing and equipping, if applicable, all fees, special Consultants and Contracts, advertising costs, code compliance expenses, a reasonable contingency, and any other expenses necessary to complete the Project and deliver a useful facility to the Using Agency. Where project services as defined in Paragraph 2.1.1 do not include any phase beyond Construction Document Phase, the total Project and budget shall include only the fees based on a percentage of estimated construction cost, special Consultants and Contracts, and any other expenses needed to complete the planning of the Project through completion of the last designated planning phase.

   This sentence is in Percentage and Roofing: The Professional agrees that unless the Project, as designed by him covering the complete Scope of the Work, can be actually ~~constructed~~ completed within the budget of funds available, the Owner shall not be obligated to the Professional for any part of the Professional's fee beyond the last Owner-approved phase.

~~4.~~ 6.1.4 For repetitive units, the fee may be reduced by the amount of the credit identified in Subparagraphs 1.2.4 and/or 1.2.5 equal to the value determined by the Owner to be a fair and reasonable estimate of previously completed work performed under separate contract~~. for the first unit . . . of the basic fee.~~

5. 7.11.1 or 6.11.1 or 7.9.1 All requests for payment by the Commissioning Authority Professional shall be submitted with an ORIGINAL and one (1) copy.

6. 9.1.1 and 9.2.1 or 7/1/1 and 7/2/1 – added this sentence at the end of the paragraph: . Should termination occur prior to approval of any design phase, the initial minimal consideration of one dollar ($1.00) shall not be due or payable to the Professional.

21. 07/01/14 New State Seal. Per law – effective 7/1/14. See # 24 below, Section 700. Went to PPRB and SoS.

22. 09/24/14 Supplementary Conditions 9.6.9: Payments by state agencies using the ~~Statewide Automated Accounting System (SAAS)~~ statewide electronic payment and remittance vehicle shall be made . . .

23. December 2014: moved the location of the blank requesting Bidder's COR # On the 2nd page of the Bid Proposal Form in Division 0. (Did not go to SoS because there was no substantial change, info still requested, just moved to separate the request for Bidder's COR from the request for sub names and COR numbers.)

24. January 23, 2015: (*PPRB approval 11/5/2014; SoS filing final Jan 23, 2015)*

Main **Table of Contents** for Div 600 and Div 600 Table of Contents adjusted pg numbers;

§400 400.5.B.7.b & 400.7 original & 4 to original & 1; 400.1 latest Code edition to (2015 ICC Codes) latest DFA/BoB adopted edition; 400.11 SB3007 L08 to Code 31-11-35; 400.11 C & 400.11.D wording re SB3007 L08 to Code 31-11-35;

§600 600.47 office closure; 600.55 Rule 12 to 30-9-802:1.2(8) & subs prior to award; 600.57.9 and .10 re preferably embossed seal;

§700 700.19 new State Seal; 700.22 and 700.25 original & 4 copies to original & 1 copy;

Div0 00100 4.01 Office closure; 00100 4.06 receipt of contracts; 00600 Bond notes added preferably embossed; 00650 Certificate & Instructions added Workers Comp requirements/web;

Div1 01010.1.01.F subs prior to award; 01027.1.02.C.1 4 copies to 1 copy; 01500.1.02.J new State Seal; Div 1 Ex B new State Seal;

Appendix 600 App for Pay - 3 copies to original & 1 copy updated/printed from Bricks; Appendix 700 Pre-Con Agenda updated/printed from Bricks. – Notation: Changed the effective date throughout document from Dec 2014 to Jan 2015 in the manual – but with no substantive changes made to the manual.

25. January 23, 2015: **Supplementary Conditions** (not in manual but IS in contracts) 5.2.1 in accordance with 600.55 and Div 1-01010.1.01.F.

26. February 12, 2015: added Email line for Professional on the Div 0 Advertisement Page. (the one feeding from the Bricks address table is not always the person the Professional Firm wishes to be the contact so Professional has an opportunity to enter here) Has not gone to SoS at this point as this is just part of Professional's address or contact information. (this page will go eventually)

27. April 16, 2015 – changed the web link to Mississippi Insurance Department three places in Instructions to Bidders 2.08, 2 in 4.07; in the box on the second page of the Contract Bond; two places on the Insurance Certificate; and one place on the Insurance Certificate Instructions. (SoS said this is not a substantial change so no 60-day wait.)

28. 081015 Percentage Professional Contract: 2.5.8 proceeding to DD's; 2.7.4 printing; 3.4.1 printing; 3.4.5 $25,000 to $50,000 per Code.

Roofing Professional Contract: 2.4.3 printing; 3.3.1 printing; 3.3.5 $25,000 to $50,000 per Code.

Commissioning Professional Contract: 2.4.6 proceeding to DD's.

And removing SAAS and adding electronic payment wording 7.10.2; or 6.10.2; or 7.10 (in %, Roof, Cx)

29. March 1, 2016 – Division 0 Insurance Certificate – changed BI & PD from $500,000.00 to $1,000,000.00 per MS Code 31-5-51(7) and 31-7-13(v) as adviseded by Mississippi Insurance Department

29. March 1, 2016 – Supplementary Conditions – 11.1.5.1 – changed BI & PD from $500,000.00 to $1,000,000.00 per MS Code 31-5-51(7) and 31-7-13(v) as adviseded by Mississippi Insurance Department

	30: 030316 removed the following paragraph from Percentage, Commissioning, and Roofing Owner/Professional Contracts because transmittal is electronic and not per letter since Bricks: "2.2.4 The date for approval and beginning of the next phase shall be the date of receipt, by the Professional, of the letter of approval from the Owner."
31. August 15, 2016 SoS final approval: Main Table of Contents; 400.6 A/E Procurement Policy; 400.9 A/E pre-approval per 31-11-3(7); 600.25 Substitution and Product Options; 600.38 Examination & Distribution of Documents; 600.50 returning bid documents; removed (from the manual, not from Contracts – these will still be on the BoB Web for A/E's) Division 0, Division 1, and Appendix sections based on Code 25-43-1.102(II)(7) (these 3 sections are forms that carry out the procedures in BoB Manual Sections 100,200,300,400,500,600,700,800)	31. August 15, 2016. Removed (from the manual, not from Contracts – these will still be on the BoB Web for A/E's) Division 0, Division 1, and Appendix sections based on Code 25-43-1.102(II)(7) (these 3 sections are forms that carry out the procedures in BoB Manual Sections 100,200,300,400,500,600,700,800) Modifications to Division 0 and Division 1 are: Instructions to Bidders: 1.03 added the word "current" (that Current Law) 1.09 bid document deposit 2.05 no change to 2.05 but changed Division 1 Section 01630 2.06 removed addenda dates Checklist: removed addenda dates Proposal Form: removed addenda dates Contract Bond: added license numbers to companies and agents Insurance Certificate: added license number to agent Division 1 Section 01630 Substitution and Product Options
	32. August 24, 2016. Division 0 Labor Section 00820 was changed from 5 pages to which parts had to be marked out – and changed to one page speaking to "when project funding includes Federal funds . . . Where no such pages are included, then no special wages shall apply"
	33. September 27, 2016. Added a 2a regarding Commissioning to the Bid/Quote Checklist on the BoB's web under "forms for institution / agencies". (This originally began for quotes but is a guide for ALL laws to be followed on state projects.)
34. November 26, 2016 SoS Final approval. PPRB approval 09/23/16. 600.53 Disqualification of Bidder which is also 1.04 in Division 0 Instructions to Bidders. 400.6 Disqualification of Professional.	34. . November 26, 2016 SoS approval = 1.04 in Division 0 Instructions to Bidders Disqualification of Bidder; 600.53 Disqualification of Bidder changed; 400.6.d Disqualification of Professional added. 35. Changed the Bond at Surety and Countersignature lines to be a little more understandable. 36. April 6, 2017: added "printing" to Roofing Contract 1.5.5; Prof Proposal Contract 2.3.7; Percentage Contract 1.5.9 37. September 21, 2017: clarified the Agriculture Landscapint Plant Industry Codes at the bottom of pg 2 of the Bid Proposal Form; added some clarification about MS license numbers on the 2nd page of the Contract Bond for surety signatures, etc. 38. December 1, 2017 effective January 1, 2018 – added electronic submittal to advertisement, 3.01 and 5.01 of instructions to bidders. 39. August 20, 2018 – adjusted the wording for herbicide license on the 2nd page of the bid proposal form
(Note to BoB – when adding a new change, search for same section in previous changes – add the new section before this Note to BOB)	