

## **Explanation of the Purpose of the Proposed Rule and the reason(s) for proposing the rule:**

1. Added lines for phone, fax, and email plus landscape license number (if applicable) on the bid proposal in Division 0.
2. This is a change to the Proposal Form in Division 0 of the manual.  
Mississippi Department of Agriculture & Commerce Bureau of Plant Industry  
Landscape License Number \_\_\_\_\_ (for prime landscaping projects) MS Code 69-19-1 – 69-19-15  
Change is: “(for prime landscaping projects)” changed from “(as applicable)”
3. This is a change mainly to the Proposal Form in Division 0 of the manual.
  - a. second page of proposal form – clarified mechanical and electrical Contractors (with notes and changing sub-contractor to contractor)
  - b. this change in #1 slightly affects 5.05 of bid checklist (sub-contractor to contractor)
  - c. added wording on the second page of the proposal form by Addendum 1 indicating that Addendum 1 (the Bureau’s Memo) is included in the bid documents – Professional will need to add the date since it varies from project to project
  - d. this change in #3 slightly affects 1.2.3 on page 10 of the contract
4. Added “LLC” as one of the choices on page 9 of Division 0 in the incorporation section for Contractor.
5.
  - a. changed 3.01 of Instructions to Bidders deleting the requirement for a duplicate proposal form at bid opening
  - b. amended 2.04 of Instructions to Bidders adding (1) a line regarding base bid being written out in words and figures; and (2) that “written out carries” for base bid and all alternates
  - c. 5.01 of Instructions to Bidders Check List about written out carries and no duplicate copy of proposal form is necessary
  - d. added the words on the proposal form “Write in the amount of the base bid in words and numbers. The written word shall govern” and  
“Write in the amount of all of the alternates in words and numbers. The written word shall govern” on the proposal form.
6. Section 400.11 regarding Energy and Sustainability was added to the Manual and approved by SOS on 7/15/08. The following sections are amended to agree with Section 400.11:
  - a. Added Sections 400.10 and 400.11 to Manual **Index**. (400.10 was added to Manual on 1/25/2001 but not to the Index and  
400.11 was added to Manual on 7/15/08 but not to the Index)
  - b. Manual Section 500.5.7. Energy: Energy **and sustainability** considerations (**400.11**) (added the words in bold)
  - c. Manual Section 600.5.7. Energy: Energy **and sustainability** considerations (**400.11**) (added the words in bold)